

**Congregation Beth El Keser Israel
85 Harrison Street, New Haven, CT 06515-1724
(203) 389-2108 * Fax (203) 389-5899**

**RENTAL AGREEMENT
FOR USE OF BEKI FACILITY
FOR BAR/BAT MITZVAH**

Today's Date: _____

Name of Renter: _____

Address: _____

Phone (home and cell): _____

Email: _____

Date of Bar/Bat Mitzvah: _____

Renter current on BEKI membership dues/obligations? ____ Yes ____ No

**Renter must be current on BEKI obligations at least 3 months prior to event in order to use BEKI facilities.

If the Bar/Bat Mitzvah is not a Shabbat Morning Luncheon, please indicate day of the week, type of service, and time for meal: _____

Select: ____ Caterer, or ____ BEKI B'nai Mitzvah Kiddush Committee (check one)

If Caterer, Name of Caterer: _____

Caterer Contact Person and Phone Number: _____

*If catered, Renter must complete Vendor & Contractor Agreement

*If B'nai Mitzvah Kiddush Committee ("BMKC"), Renter must complete BEKI BMKC Contract

Approximate Number of Guests: _____

Select: ____ Yes ____ No for Sisterhood Set-Up: If you wish to have BEKI Sisterhood provide tablecloths, please contact Adele Tyson at 203-389-9599. There is a fee for this service. Other options: caterer can provide tablecloths or Renter can provide disposable tablecloths.

I would like to reserve the following:

_____ Small Kiddush, under 250 people

_____ Large Kiddush, over 250 people

_____ Private Shabbat Friday night dinner

_____ Private Shabbat Lunch (must also sponsor Kiddush)

_____ Private Lunch or Dinner (not on Shabbat, must also sponsor Kiddush)

_____ Saturday evening Non-Dinner Party

Reservation Fee of \$150 Received on: _____

Balance Due: _____

I hereby agree to the following terms as listed below:

1. Being a religious institution and a member of the United Synagogue of America, Congregation Beth El-Keser Israel observes Shabbat and all religious holidays. All decisions regarding allowable activities are in the Rabbi's discretion. Renter agrees to abide by all such decisions.
1. The rules of Kashrut as set forth by the United Synagogue of America and the Committee of Laws and Standards of the Rabbinical Assembly, and as interpreted by our Rabbi, will be strictly enforced. Renter agrees to honor all BEKI policies as interpreted by the Rabbi and/or his agents.
2. Congregation Beth El-Keser Israel is a NO SMOKING facility. There is no smoking anywhere on the property at any time.
3. The following are not allowed anywhere on the property on the Sabbath and religious holidays:
 - a. No photography or audio/video recording
 - b. No bands or music, except as approved by the Rabbi (Jewish vocalist/dancing)

c. For Saturday night affairs, the starting time of the affair must be approved in writing by the BEKI Rabbi. Access to the Synagogue to anyone (including the celebrant's family and the caterer) will not be allowed until a time following the conclusion of Shabbat.

4. Food:

a. Kashrut Supervision (Hashgaha) is included in room rental fees (see details in room rental rate schedule). Any food or food related items must be checked by a mashgiach before being brought into BEKI. For events that extend beyond the specified time frames or entail non-standard presentations, additional fees may apply. Additional fees up to \$35 per hour for delivery and event supervision may apply to kosher caterers who are not exclusively kosher.

b. For Quiddushim and Simha meals held on Shabbat afternoon, caterers must complete delivery of food by 1:00p Friday. An additional charge of \$30 per hour or part thereof shall be charged for custodial and staff services and other costs for access to the building after 1:00p Friday and prior to 9:00a Shabbat morning (Saturday), or at any other time other than office hours. Every effort should be made to coordinate deliveries to minimize use of BEKI staff time. Renter shall complete all forms requested by Office Manager in this regard.

5. Rules for Vendors & Contractors (caterer, entertainment, florist, decorators, rentals etc.). Failure to honor said rules will result in exclusion from the building.

a. Renter must complete and return the Vendor & Contractor Agreement.

b. Vendors must provide proof of at least one million dollar property & liability insurance and name BEKI as additional insured.

c. Vendors must be approved by the Rabbi and a designated representative of the Board of Directors.

6. Supplies (including furniture, equipment, food, decorations, etc.)

a. Vendors must complete delivery of supplies by 1:00p Friday. An additional charge of \$30 per hour or part thereof shall be charged to Renter for custodial and staff services and other costs for access to the building after 1:00p Friday and one hour prior to Shabbat commencing on Friday evening, or at any other time other than office hours.

b. All supplies must be removed from the property within 48 hours after the event. There will be a storage charge of \$15/day from the 3rd to the 7th days. After 7 days, Renter and Renter's contractors, vendors and caterers agree to relinquish ownership and allow BEKI to dispose of all items you left on the premises.

7. Decorations are allowed in designated areas only. All decorations must be approved by a designated representative of the Board of Directors.
8. BEKI is not responsible for Renter's and guests' property left on the premises.
9. Renter will comply with applicable government statutes, ordinances and regulations by obtaining all permits, licenses, and hiring of police and/or firemen (if required) at Renter's own expense.
10. Renter must supply responsible adults (at least 21 years old) to be chaperones at all children's events. These adults must be present when the first child arrives and stay until the last child leaves.
11. Renter will be responsible for any damage to the facilities caused by Renter, contractors or guests.
12. Member must be current with all BEKI obligations or have finalized BEKI financial arrangements with the Office Manager and/or Treasurer at least 3 months before the event.
13. Renter will abide by all religious decisions of the Rabbi in reference to the event.
14. This contract is not transferable.
15. If any provision of this contract is declared invalid or unenforceable, the remainder will continue in full force and effect. No handwritten changes shall be binding on BEKI unless agreed to in writing by a designated representative of BEKI.
16. The Office Manager Peggy Hackett should be contacted for further clarification or questions.
17. Reservation Fee, Rental Payment Schedule, & Late Cancellation
 - a. Reservation Fee: \$150. Due at the time initial reservation is made.
 - b. 4 months before the event: One-half payment of rental fee is due, or payment in full if total is less than \$350.
 - c. 2 months before the event: Balance due, along with estimated number of guests.
 - d. There is a penalty of 5% of the current balance due on any late scheduled payment (minimum penalty \$20).
 - e. Failure to pay the full balance when due gives us the right to cancel this

contract and prevent use of BEKI's facilities. There will be no refund of money.

f. Renter may cancel this contract by giving BEKI written notice, in person or by certified mail, no less than 3 months before the event. BEKI will keep \$150 Reservation Fee and return all other money. If cancellation is less than 3 months before the event, there will be no refund of any money. If BEKI is unable to make the reserved room available on the chosen date, BEKI will return Reservation Fee and all Rental Payments in full and be subject to no further liability to Renter.

g. Unforeseen items/charges must be paid within 15 days after the event.

18. This contract shall be binding on the parties and shall not be modified unless said modification is signed by Renter and a designated representative of BEKI.

Date: _____ Renter: _____
Date: _____ On Behalf of BEKI: _____

I. RENTAL RATES FOR BAR/BAT MITZVA KIDDUSH IN DOWNSTAIRS SOCIAL HALL

All Bar and Bat Mitzva luncheons take place in the downstairs social hall for a period of up to 3 hours following Shabbat morning services. The entire congregation is invited and must be included in the calculation of number of guests. Rental Fee includes announcement and publication of sponsorship, kashrut supervision, use of the kitchen by a caterer or B'nei Mitzvah Kiddush Committee, wine and grape juice, setting up and clean-up of the room, trash removal and standard custodial services.

Rental Fee for 250 Guests or Less ("Small Kiddush"): \$350
Benei Mitzva Program Participants' Fee: No Charge

Rental Fee for More than 250 Guests ("Large Kiddush"): \$600
Benei Mitzva Program Participants' Fee: \$250

II. ADDITIONAL ROOM RENTAL OPTIONS FOR BAR/BAT MITZVAH WEEK-END:

A. Catered Shabbat Dinner (maximum 2-1/2 hours) \$500

A credit of \$200 is applied toward this fee if the sponsor is also providing a catered Small or Large Kiddush.

A Shabbat Dinner is defined as a private dinner on Friday night that is not open to the entire congregation. It may be held in the lower level or upstairs social hall, depending on availability and logistic considerations. The rental fee includes the use of one of the halls for up to 2-1/2 hours, use of the kitchens by a caterer, kashrut supervision, use of tables and chairs, setting up and clean up of room, trash removal and standard custodial services.

B. Catered Private Luncheon or Dinner Party \$750

A credit of \$200 is applied toward this fee if the sponsor is also providing a catered Small or Large Kiddush.

A Catered Private Luncheon or Dinner is defined as a meal for invited guests and to which the entire congregation is not invited. Fee includes the rental use of the upstairs or downstairs social hall for four and one-half hours, use of the kitchens by a caterer, kashrut supervision, use of tables and chairs, setting up and clean up of room, trash removal and standard custodial services. Also includes the use of round tables and a corresponding number of chairs (usually eight per table). In addition to this Luncheon or Dinner, the family must also sponsor a Small or Large Kiddush for the congregation (as described above). All luncheons on Shabbat and Saturday night dinners must be held

downstairs unless other arrangements are made per caterer request.

C. Saturday Evening Non-Dinner Party

(maximum 4-1/2 hours,
with maximum use of mashgiach for 2 hours,
up to 100 children or adults)

\$400

A Saturday Evening Non-Dinner Party is defined as a children's party or adult cocktail type party, with limited hot and cold food options not intended to be a meal. Fee includes the rental use of the upstairs or downstairs social hall for four and one-half hours, kashrut supervision for up to 2 hours, use of tables and chairs, setting up and clean up of room, trash removal and standard custodial services.

Additional (per hour).....\$75