

Congregation Beth El Keser Israel

85 Harrison Street, New Haven, CT 06515-1724 (203) 389-2108

ROOM USAGE AGREEMENT FOR WEDDING, BABY EVENT, AUFRUF, ETC.

Your name: _____

Address (street, city, zip): _____

Phone (home and cell): _____

Email: _____

Date and Start/End Time of Event: _____

(Note: Events must end by midnight.)

Description of Event: _____

Are you a BEKI member? ____ **Yes** ____ **No**

If **Yes**, are you current on BEKI membership dues/obligations? ____ **Yes** ____ **No**

(Members 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 function.)

If **Yes**, ____ I want to use Sisterhood tablecloths. Contact Harriet Friedman, 203.675.8607. You are obliged to return them washed and folded within ten days. Other options: You can purchase disposable tablecloths or your caterer can provide linens.

Name of Kosher Caterer: _____

Caterer Contact Person and Phone Number: _____

Approximate Number of Guests: _____

Reservation Fee of \$150 Rec'd on: _____

Refundable Security Deposit of \$500 (nonmembers only) Rec'd on: _____

Balance Due: _____

You must agree to the terms as listed below:

- There is no smoking anywhere on the property at any time.
- All decisions regarding allowable activities are at the Rabbi's discretion.
- The use of musical instruments, recordings, and photography is not permitted in the synagogue on Shabbat and Festivals.
 - For events taking place on Saturday night, please note that all delivery and set-up must be accomplished before or after (but never during) Shabbat. The starting time of the event (which in the summer could be after 9 pm) must be approved in writing by the BEKI Rabbi.
 - All kashrut policies, including BEKI's fair trade chocolate policy, must be followed. The caterer's delivery must be scheduled with the Building Manager and BEKI's kashrut supervisor. The inventory must bear the signature or seal of the caterer's kashrut supervisor.
 - Vendors must provide proof of at least one million dollar property & liability insurance and name BEKI as additional insured.
 - All supplies must be removed from the property promptly after the events; arrangements should be made with the Building Manager.
 - BEKI is not responsible for property left on the premises.
 - You 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.
 - You will be responsible for any damage to the facilities caused by your event.

- This agreement is not transferable.
- All external doors must remain locked, never propped open. You must arrange a door greeter plan with the Office Manager.
- Office Manager Peggy Hackett should be contacted for further clarification.

Fees, Payment Schedule, Cancellation

- a) The Reservation Fee for Members and Nonmembers is \$150 (to be applied towards total costs). It's due at the time the initial reservation is made.
- b) The refundable Security Deposit for Nonmembers is \$500, due at the time the initial reservation is made. This will be returned after the event, less any charges for damage to the facilities.
- c) BEKI will hire, but you will need to pay for a Security Guard at \$45 per hour, minimum of 4 hours, if your event includes 50 people or more.
- d) Four months before the event: One-half payment of fees is due, or payment in full if total is less than \$350.
- e) Two months before the event: Balance due, along with updated number of guests.
- f) There is a penalty of 5% of the current balance due on any late scheduled payment (minimum penalty \$20).
- g) Failure to pay the full balance when due gives BEKI the right to cancel this contract and prevent use of BEKI's facilities. There will be no refund of money.
- h) You may cancel this contract by giving BEKI written notice 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 all payments in full and be subject to no further liability.
- i) Unforeseen items/charges must be paid within 15 days after the event.

Date: _____

Date: _____ On Behalf of BEKI: _____

WEDDING ROOM RATES

Small Chapel	\$150 (members)	\$400 (nonmembers)
Main Sanctuary	\$300 (members)	\$550 (nonmembers)
*Cocktail party	\$350 (members)	\$600 (nonmembers)

*Food provided intended to be part of a cocktail party (not a sit-down meal). Fee includes the 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.

Sit-Down Luncheon or Dinner Party	\$750 (members)	\$1000 (nonmembers)
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A Luncheon or Dinner is a sit-down meal for invited guests. Fee includes the 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.

Additional (per hour)	\$75 (for all)
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BABY NAMING/BRIT MILAH/AUFRUF ETC. ROOM RATES

For baby events, even if you will not know the date of the celebration, please check with the BEKI office a month beforehand so that we know your intentions.

1. Shabbat Kiddush/Luncheon Option

Shabbat luncheon in the social hall for a period of up to 2 hours following Shabbat morning services. The entire congregation is invited and must be included in the calculation of number of guests.

a. Sponsoring Kiddush prepared by BEKI Kiddush Team (for members only) \$320

This fee (*prices as of Dec 2022*) includes a dairy buffet lunch, announcement and publication of sponsorship, wine & grape juice, setting up and clean-up of the room, trash removal and standard custodial services. These BEKI volunteers can manage up to 50 invited guests in addition to the congregation; for larger events, please see **b. Catered Kiddush**. To check on pricing for lox and discuss other details, consult Abby Fraade, abbyfraade@gmail.com.

For every additional 20 invited guests beyond those 10, expect to order prepared salads from an approved local kosher vendor.

Additional options available:

Hummus OR guacamole OR cream cheese OR bruschetta	\$50 each
Herring OR stuffed grape leaves	\$40 each
Whitefish salad	\$100 extra
Lox with platter of onion/tomato/cucumber	\$200 extra
Decorated special order sheet cake	\$75 extra
Ice cream sundae bar	\$50 extra

b. Catered Kiddush

This fee does not include caterer or vendor costs but does include announcement and publication of sponsorship, kashrut supervision, use of the kitchen by a kosher caterer, wine & grape juice, set-up and clean-up of the room, trash removal and standard custodial services.

Fee for 250 Guests or Less	\$350 (members)	\$500 (nonmembers)
Fee for More than 250 Guests	\$600 (members)	\$750 (nonmembers)

2. Lifecycle Event NOT on Shabbat*

Small Chapel (no food allowed)	\$100 (members)	\$200 (nonmembers)
Main Sanctuary (no food allowed)	\$150 (members)	\$250 (nonmembers)
Catered meal in social hall (2-hour max)	\$250 (members)	\$350 (nonmembers)
Additional per hour	\$75 (for all)	

Fee includes kashrut supervision, use of the kitchen by a caterer, setting up and clean-up of the room, trash removal and standard custodial services. **Additional fees for Sunday or Public Holidays.*

NON-RELIGIOUS EVENT ROOM RATES

Non-Members: Add \$150 to fees. Additional fee per hour for all: \$75

Includes custodial services and table & chair set-up as necessary.

Social Hall

Coffee/Tea &	\$275 for 3 hours
Catered Luncheon/Dinner for 75 or fewer people	\$350 for 4 hours
Catered Luncheon/Dinner for 75-150 people	\$500 for 4 hours
Catered Luncheon/Dinner for over 150 people	\$750 for 4 hours

Sanctuary (no food) \$300 for 4 hours

Upstairs Social Hall (no food) \$300 for 4 hours

Downstairs Social Hall (no food) \$400 for 4 hours

Children's Room: By special arrangement. Please contact Office Manager Peggy Hackett.