



“A Caring Community”
 1809 Whitney Avenue, Hamden, CT 06517-1401
 Phone (203) 288-7748 ✪ Fax (203) 288-0582
 tbsOffice@tbshamden.com ✪ www.tbshamden.com

FACILITY RENTAL: DATE AND ROOM RESERVATION FORM

Please contact the TBS Office at 203-288-7748, or email facilityuse@tbshamden.com to confirm that the requested date is available prior to completing this form.

RENTER’S NAME: _____ Member Non-Member

ADDRESS: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

NAME OF HONORED PERSON(S): _____

| | | | |
|----------------|----------------------|-------------|-----------|
| Event(s) Date: | 1 st Day: | Start Time: | End Time: |
| | 2 nd Day: | Start Time: | End Time: |

| EVENT TYPE (Check all that apply) | ROOM RESERVATION FEE (includes use of social hall and kitchen, table & chair set-up/clean-up, and garbage removal) | MY FEES |
|--|---|----------|
| BAR/BAT MITZVAH EVENTS | | |
| Bar/Bat Mitzvah Friday Night Dinner | \$180 | |
| Bar/Bat Mitzvah Oneg* | \$180 | |
| Bar/Bat Mitzvah Kiddush/Luncheon* | \$180 | |
| Bar/Bat Mitzvah Saturday Night Havdalah/Dinner/Party | \$180 | |
| Bar/Bat Mitzvah Saturday Mincha/Ma’ariv Service | \$180 | |
| Bar/Bat Mitzvah Sunday Rosh Chodesh | \$180 | |
| If you are having 2 or more of the above events, there is a fee cap of \$300 | \$300 | |
| WEDDING EVENTS | | |
| Auf Ruf Kiddush/Luncheon | \$180; No fee if part of Shabbat service | |
| Wedding Ceremony Only (use of Sanctuary) | \$180 | |
| Bridal Shower Party/Luncheon | \$180 | |
| Wedding Ceremony + Luncheon/Dinner (includes use of Sanctuary and Social Hall) | \$360 | |
| NEW BABY EVENTS | | |
| Bris Kiddush/Luncheon | \$180 | |
| Baby Naming Kiddush/Luncheon | \$180; No fee if part of Shabbat service | |
| OTHER LIFE CYCLE EVENTS | | |
| Anniversary, Birthday, Meal of Consolation, Shiva, and other (includes use of Kitchen and Social Hall) | \$180 | |
| Tent/Other Structures (Site Rental) - add \$100 | | |
| Additional Security Guard (3 hour minimum) - contact TBS Office for fee | | |
| Non-Member Surcharge - add \$100 | | |
| 50% is due 90 days before event. Balance is due 30 days before event. | | TOTAL \$ |

*IF YOU HAVE A BAR/BAT MITZVAH ON SATURDAY MORNING, YOU ARE REQUIRED TO SPONSOR BOTH AN ONEG AND A KIDDUSH. IF YOU HAVE A SATURDAY MINCHA/MA’ARIV OR SUNDAY ROSH CHODESH BAR/BAT MITZVAH SERVICE, YOU ARE REQUIRED TO SPONSOR AN ONEG. The room reservation fee for an oneg includes food, beverages, paper goods, set-up and clean-up for Friday night dessert up to 60 people. A more elaborate Oneg Shabbat with more than 60 people should be discussed with the Food Service Coordinator. The fee for a Saturday Kiddush does NOT include food. You are responsible for providing food, paper goods, set-up, and clean-up. Please refer to the TBS EVENT GUIDEBOOK for information on food preparation, caterers, waitstaff, etc.



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GUESTS

of guests for Friday Oneg Shabbat _____ + 30 = _____
 # of guest for Saturday Kiddush _____ + 60 = _____
 # of guests for other event _____

Guest capacity: Sanctuary 170 + 40 folding chairs;
 Social Hall: 300 standing; 200 without dance floor;
 180 with dance floor

VENDORS

| | | |
|---|--|---|
| <p><u>Caterer</u> Contact Name: _____ Email Address: _____ Phone: _____</p> | <p><u>Entertainment</u> Contact Name: _____ Email Address: _____ Phone: _____</p> | <p><u>Florist</u> Contact Name: _____ Email Address: _____ Phone: _____</p> |
| <p><u>Decorator</u> Contact Name: _____ Email Address: _____ Phone: _____</p> | <p><u>Structure/Tent</u> Contact Name: _____ Email Address: _____ Phone: _____</p> | <p><u>Other/Misc.</u> Contact Name: _____ Email Address: _____ Phone: _____</p> |
| <p>For Office Use: <input type="checkbox"/> Vendors have been sent <i>Vendor and Contract Agreement</i></p> | | |

IMPORTANT! This *Facility Rental: Date, Room Reservation and Fee Form* is attached to and made part of the *Facility Rental-Terms and Conditions*.

I/We have read the *Facility Rental-Terms and Conditions*. I/We understand it and will abide by it.

Renter/Guarantor (signature) _____

(print) _____ Date: _____

Questions?

For questions about completing this form, contact Rental Coordinator: Debbie Goldberg, 203-506-5846, debgoldberg1@gmail.com

For questions about catering, contact Food Service Coordinator: Eta Kaplan, 203-281-3349, etabell@sbcglobal.net

Please make checks payable to: Temple Beth Sholom
 and send to Temple Beth Sholom, 1809 Whitney Ave, Hamden, CT 06517

OFFICE USE ONLY

This form has been sent to:
 Rental Coordinator Food Service Coordinator House Vice President President



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FACILITY RENTAL – TERMS AND CONDITIONS

- 1) Being a religious institution and a member of the United Synagogue of America, Temple Beth Sholom (TBS) will fully observe all religious holidays.
- 2) The rules of Kashruth 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.
- 3) TBS is a NO SMOKING facility. There is no smoking anywhere on the property at any time.
- 4) On the **Sabbath** and **religious holidays**, anywhere on the property, there will be:
 - a) No photography or audio/video recording.
 - b) No Secular bands/dancing/music
- 5) **Food**
 - a) Proper supervision is required for food prepared on TBS premises.
 - b) Before bringing prepared food into TBS, the Rabbi must approve the store where it was purchased.
- 6) **Rules for Vendors & Contractors** - (Caterer, Entertainment, Florist, Decorators, Rentals etc.) This information is for you. We will send a separate agreement to your Vendors & Contractors to confirm that they adhere to our Facilities Terms & Conditions.
 - a) Must complete and return the Vendor & Contractor Agreement.
 - b) Provide proof of at least one million dollars property & liability insurance.
 - c) Must be approved by the Rabbi and House committee.
 - d) Include next item (7. Supplies).
- 7) **Supplies** (including furniture, equipment, food, decorations etc.)
 - a) No supplies may be brought into or taken out of TBS between 2 P.M. on Friday and **one hour after** sunset on Saturday.
 - 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 day. After 7 days, you agree to relinquish your ownership and allow TBS to dispose of all items you left on the premises.
- 8) You may not attach or stick **anything** on walls, floors, ceiling or other surfaces. Screws, nails, tacks or tape are **not allowed**.
- 9) TBS is not responsible for your property left on the premises.
- 10) You will comply with applicable government statutes, ordinances and regulations by obtaining all permits, licenses, and hiring of police and/or firemen (if required) at your own expense.



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- 11) You are required to have responsible adults (at least 21 years old) to be chaperones at an **all children's event**. For safety, we cannot have children at the Temple by themselves. These adults must be present when the first child arrives and stay until the last child leaves. They should be aware if children are in the halls or outside.
- 12) You will be responsible for any damage to the facilities caused by yourself, contractors or guests.
- 13) There is a \$ 100 TBS service charge for false alarms. (Smoke machines have activated the fire alarm in the past.)
- 14) Member must be current with all TBS obligations or have finalized arrangements with the Financial Secretary at least 90 days before the event.
- 15) You will abide by all Contract decisions of the Executive Board and Religious decisions of the Rabbi.
- 16) This contract is not transferable.
- 17) If any provision of this contract is declared invalid or unenforceable, the remainder will continue in full force and effect.
- 18) **You should contact the Rental Chairperson for further clarification or questions.**

19) Deposit/Late/Cancellation

- a) 90 days before the event. 50% of total.
- b) 30 days before the event. The balance is due. We also need an estimated number of your guests and vendors & their phone numbers.
- c) If any scheduled payment is late, there is a service charge of 5% of the current balance due. (Minimum \$20)
- d) Failure to pay the full balance at least 30 days before the event gives us the right to cancel this contract and prevent your use of these facilities. There will be no refund of any money.
- e) You may cancel this contract by giving TBS written notice, in person or by certified mail, no less than 60 days before the event. We will charge you a total fee of \$100.00 and return all other money. Less than 60 days, there will be no refund of any money.
- f) Unforeseen items/charges are payable within 15 days after your event.
- g) If there is any balance due, we will add it to your TBS account for collection.
- h) Fee information is for Members. **Non-Members** – There is a \$ 200.00 security deposit for the full and faithful performance of this contract. It is due when you secure the date of your event. This deposit is in addition to any rental costs and will be returned after your event less any charges. Please add \$100.00 total.