

BET HA'AM FACILITIES USE CONTRACT, PART I

This contract has two parts. Part I should be submitted to reserve Bet Ha'am facilities for a date certain. Part II must be submitted 30 days prior to the function, when more information about function details is available.

Event Description

One-time event: Date: ____/____/____ Time: _____ a.m. p.m. to _____ a.m. p.m.¹

Recurring event: Day of week: M T W Th F S Su Frequency: Weekly or
1st 2nd 3rd 4th week of month

Time: _____ a.m. p.m. to _____ a.m. p.m.

Event/Function Name _____ # Persons _____

Sponsoring organization (if applicable) _____

Purpose of Event: _____

Room(s) Requested:

- Sanctuary
- Social Hall
- Classroom(s) (No. _____)
- Kitchen

Contact person: _____ Phone #(s): _____

Payment and Authorization

A deposit of \$250 is due with this form to hold the date requested. The balance of rental fees and security deposit of \$500 must be paid 30 days prior to the event. The Security Deposit will be refunded within 14 days after the event, less any fees for damages or Bet Ha'am staff overtime. Deductions for damages will be itemized. Part II of the contract must be submitted 30 days prior to the function date.

I have read the Bet Ha'am Facilities Use Policy and agree to abide by its rules regarding the use of Bet Ha'am Facilities. I will accept all responsibility for any damage arising from the use of these facilities.

Signature of Applicant

Approved by Bet Ha'am

Date

Date

¹ Functions must end no later than 11:00 PM Sun – Thurs, and no later than 12 PM on Sat.

For Office Use Only:

Date Contract Rec'd	Date Deposit Rec'd	Check No.	
Rental Fee Due	Date Rental Fee Rec'd	Check No.	
Security Deposit Rec'd? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Deposit Refunded	BH Check No.	
Add'l Damages to BH? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Billed	Date Payment Rec'd	Check No.
Date Caterer Notification Due	Date Rec'd	Date Proof of Insurance Due	Date Rec'd
Written Change Request? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Rec'd		

**BET HA'AM
FACILITIES USE CONTRACT, PART II**

This is Part II of the Bet Ha'am facilities use contract. It must be submitted at least 30 days before the function.

Third party Vendors

Names of vendors:

(Circle n/a if not applicable)

Caterer/Food vendor: _____ n/a

Entertainer(s): _____ n/a

Florist: _____ n/a

Other vendor(s): _____ n/a

Kitchen facilities

Will you use the kitchen facilities? Yes No

Food and beverage service (*check all that apply*)

- Breakfast
- Lunch
- Kiddush Lunch
- Dinner
- Hors d'oeuvres
- Light snacks
- Coffee and pastry
- Other
- Beverages
 - Alcoholic
 - Non-alcoholic only

Brief description of proposed food service (e.g. buffet style, full service with wait staff, etc.):

Event Set-Up

Will the event require prior deliveries of goods? Yes No

- | | | | |
|---|----------------|---|--------------------|
| | Delivery Date | & | Time |
| <input type="checkbox"/> Flowers | ____/____/____ | | _____ a.m. or p.m. |
| <input type="checkbox"/> Tables and chairs | ____/____/____ | | _____ a.m. or p.m. |
| <input type="checkbox"/> Linens | ____/____/____ | | _____ a.m. or p.m. |
| <input type="checkbox"/> Equipment ² | ____/____/____ | | _____ a.m. or p.m. |
| <input type="checkbox"/> Other _____ | ____/____/____ | | _____ a.m. or p.m. |

Floor Plan Set-Up (check all rooms that will be used)				
<input type="checkbox"/> Sanctuary	No. of Tables 8-ft: _____ 6-ft: _____	No. of Chairs Needed	Configuration <input type="checkbox"/> Traditional <input type="checkbox"/> U-shaped <input type="checkbox"/> Drawn on back	Other Equipment ³
<input type="checkbox"/> Social hall	No. of Tables Buffet: _____ 8-ft: _____ 6-ft: _____	Chairs per table 8-ft: _____ 6-ft: _____	Configuration Buffet tables: <input type="checkbox"/> Yes <input type="checkbox"/> No Dinner tables: <input type="checkbox"/> Linear <input type="checkbox"/> Diagonal <input type="checkbox"/> Rectangular <input type="checkbox"/> Drawn on back	Other Equipment ⁴
<input type="checkbox"/> Lobby	No. of Tables 8-ft: _____ 6-ft: _____	No. of chairs	Configuration <input type="checkbox"/> Drawn on back	Other Equipment ⁵
<input type="checkbox"/> Classroom(s)	No. of Tables	No. of chairs	Configuration <input type="checkbox"/> Drawn on back	Other Equipment ⁶

Decorations/Party Themes

This facility use policy gives Bet Ha'am the right to review proposed themes and party decorations to ensure they are appropriate to the occasion and house of worship. Please note that since decorations/themes are subject to Bet Ha'am approval, notice should be given as soon as possible to allow for modifications if necessary.

Do you plan to use decorations? Yes No

If the function or decorations have a theme, what is it?

² Use of some equipment requires prior approval by the Bet Ha'am. All equipment and goods must be removed from the premises within 2 hours of the event's scheduled end time. (On-site storage beyond this time requires prior written authorization from Synagogue Administrator).

³ Chuppah, sound equipment, etc.

⁴ Coffee set-up, sound equipment, audio-visual equipment, other

⁵ Check-in tables, other

⁶ Coffee set-up, sound equipment, audio-visual equipment, other

