

# Congregation Beth Abraham-Jacob

## Event and Facility Use Reservation Form & Contract

Not required for sponsoring Kiddush or Shalosh Seudot

A deposit of \$100 must accompany this form. Make checks payable to Congregation Beth Abraham-Jacob. The Deposit is refundable until 15 days prior to the event.

**Please Check One:**    **MEMBER**                       **NON-MEMBER**                       **NON-PROFIT**

Please complete, sign and return this form with your check to confirm your reservation date and space. (Verbal discussions are not considered valid agreements.) Congregation Beth Abraham-Jacob (CBAJ) hereby agrees to permit the person or organization named below the use of certain facilities as described herein:

**Event:** \_\_\_\_\_                      **Event Date:** \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

**Host Family:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_                      State \_\_\_\_\_                      Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Alternate Telephone Number: \_\_\_\_\_

**Caterer:**    Outside Caterer                       Self-Catered (members only)

Caterer's Name: \_\_\_\_\_

Street Address \_\_\_\_\_

City: \_\_\_\_\_                      State \_\_\_\_\_                      Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date & Time for food certification w/ Rabbi                      \_\_\_\_\_                      \_\_\_\_\_

Dates & Times when kitchen is needed:                      \_\_\_\_\_                      \_\_\_\_\_

\_\_\_\_\_

Dates & Times for Setup:                      \_\_\_\_\_                      \_\_\_\_\_

\_\_\_\_\_

Host Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

Approved by President: \_\_\_\_\_                      Date: \_\_\_\_\_

Or Designee

# Congregation Beth Abraham-Jacob

## Event and Facility Use Policy & Guidelines

*We are delighted that you have chosen to celebrate your simcha with us. Although planning a simcha can be challenging, we are here to assist you in making it memorable and enjoyable, accommodating your needs and wishes as much as possible. Our goal is to be respectful of each event and its uniqueness, and give it the special attention required*

**Members:** There is no rental fee for sponsoring a Shabbat or Holiday Kiddush, Shalosh Seudot, Brit Milah, Shiur, or Siyum if it is open invitation to the entire shul or community and there is no fee to attend.

**General:** For the sake of efficiency, we kindly request that the information be completed and returned to the Shul office two weeks in advance of the simcha. This will help provide enough time for clarification and changes to be made if necessary before the event.

Events held in the small chapel cannot interfere with daily minyan.

If a conflict exists between two or more families for a particular date, the shul hopes that the conflict can be resolved by the families involved or with the intervention of the Rabbi and/or the President. If a family does not submit a Registration Form within 30-days they do not have a claim for that date.

**Catering:** The **Vaad Hakashruth of the Capital District** is our only approved agent for kitchen/food kashrut oversight. Their fee is separate and payable directly to the them. The Vaad telephone number is (518) 489-1530.

The rabbi must approve any caterer hired and all food brought into the kitchen. In addition, the caterer must supply CBAJ with a Certificate of Insurance to cover Liability Insurance and Workmen's Compensation. If alcoholic beverages will be served, we will need a copy of the caterer's liquor license. Please contact the Rabbi at least two weeks prior to your event to arrange a time for food drop-off.

**Self-Catering:** Please contact the rabbi for further guidance.

Caterers must call the shul office prior to any delivery or setup to ensure someone is available to open the building. The caterer must be available to accept deliveries. Caterers must also make arrangements with the Rabbi and Vaad for food and beverage kashrut oversight.

**Clean-up & Set-up:** The host or caterer is responsible for arranging any outside rentals (tables, linens, etc.) Nothing can be delivered on Shabbat and Holidays. The CBAJ janitor is only responsible for washing floors, chair and table set up.

The hosting family is responsible for event set-up and clean-up. Clean-up must be within 24 hours of the event (excluding Shabbat/Holiday). Any food left after this will become the property of CBAJ. After this period the shul will pass along the cost of an outside clean-up firm to the host family.

**Security Deposit:** To use the synagogue's facilities we require a \$500 security. The security will serve as a binder against any damage, cleaning or lost items. We will deduct the cost to repair or replace any lost or damaged equipment, supplies, or utensils from the security deposit. See fee schedule below for kitchen usage fee

**Rabbi's Honorarium (Non-Members):** Per Capital District Board of Rabbis Policy, there is a \$360 honorarium payable to the Rabbi if he does not officiate at events which use a rabbi. Officiating Rabbis must be orthodox and approved by Rabbi Bomzer.

**Decorations:** Please be careful not to damage the walls, doors, ceilings, and windows.

I acknowledge receipt of Congregation Beth Abraham-Jacob Facility Guidelines and Use Rules. I read and understand the deposit and cancellation policy. I/We agree to abide by the guidelines and agree to be responsible for payment in full of all fees charged pertaining to my event.

Signature \_\_\_\_\_ CBAJ Representative \_\_\_\_\_

Check# \_\_\_\_\_ Date \_\_\_\_\_

Attach copy of check to form

Along with the event registration form, a \$100 deposit is due at least 4 weeks prior to your event to hold the date. We will credit this toward rental of the facilities. Full payment is expected at least 2 weeks prior. Dates can be cancelled up to 15 days prior with full refund of your registration fee and security deposit.

### Fee Schedule:

See Synagogue Floor Plans

Room	Other Information	Member	Non-Member	Non-Profit
Kitchen Use Fee	Fee does not include security deposit	\$100	\$150	\$75
Social Hall	Capacity # Lecture Seating 300 Table Seating 200	\$300	\$500	\$300
Main Sanctuary	Capacity # Lecture 200 Table 100	\$300	\$500	\$300
Social Hall & Sanctuary	Capacity # Lecture 500 Table 300	\$500	\$900	\$500
Small Chapel●	Capacity # Lecture 60 Table 35	\$250	\$350	\$250
Preschool Room <i>toys not included</i>	Capacity # Lecture 35 Table NA	\$50	\$75	\$50
Lobby	Capacity # Lecture NA Table 75	\$100	\$150	\$100
Shul Package w/ kitchen Chapel●		\$750	\$1200	\$750

\*Events held in the small chapel cannot interfere with daily minyan

\*Room Capacities are approximate and depend on set-up

\*Kitchen use cannot interfere with pre-school

For Office Use:

<input type="checkbox"/> Registration check received <input type="checkbox"/> Security deposit received <input type="checkbox"/> Full payment received <input type="checkbox"/> Caterer Information received	<input type="checkbox"/> Security deposit returned (Fees applied Y/N)
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