



OFFICE USE ONLY	
Event Date	_____
Renter's Name	_____
Balance Due By	_____

## FACILITY RENTAL APPLICATION FORM

Application Date \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME/DURATION: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_

Type of Event (Please Circle)

Baby Naming	Wedding
Bris	Wedding Reception
Other (please describe):	Party

### Rental Fees (2 Hour Minimum)

<u>Member Rates</u>	<u>Non-Member Rates</u>
Sanctuary & Kitchen: \$200/per hour	Sanctuary & Kitchen: \$300/per hour
Sanctuary Only: \$100/per hour	Sanctuary Only: \$150/per hour
Social Hall & Kitchen: \$100/per hour	Social Hall & Kitchen: \$150/per hour
Social Hall Only: \$50/per hour	Social Hall Only: \$75/per hour

Sanctuary refers to both the main portion and the back of the sanctuary; Social Hall refers to the downstairs multi-purpose room.

Name of Lessee \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Space Rented \_\_\_\_\_



## **FOOD AND KITCHEN RESTRICTIONS**

Lessees must use only a Certified Kosher caterer or order food through Etz Hayim Sisterhood unless approved by the Rabbi. All caterers or outside vendors must provide the office with proof of insurance.

## **RENTAL BLACKOUT TIMES AND USAGE RESTRICTIONS**

Facilities are not available for rental or set up during Shabbat (sunset on Friday through sundown on Saturday) or religious holidays. No rentals will occur during High Holy Days (Rosh Hashanah through Yom Kippur.) Certain functions cannot be held between Passover and Shavuot.

Facilities cannot be rented for interfaith marriage ceremonies. Other restrictions on Jewish ceremonies may apply.

## **CHAIRS AND TABLES**

Etz Hayim provides 130 folding chairs for rental functions. We are also able to provide up to 18 round tables and up to 17 rectangular tables. If more chairs or tables are needed, it is the lessee's responsibility to rent additional chairs and tables and to arrange for their delivery & pick up. All deliveries must arrive before 4:00pm on Fridays.

## **RENTAL AGREEMENT**

I agree to be responsible for all damage done to the Congregation Etz Hayim property or its equipment and furnishings as a result of incidences occurring during my event, normal wear and tear excepted. I further agree to hold Congregation Etz Hayim, its officers, directors, and agents harmless for any claims that arise during my event or are asserted against them as a result of my event.

Deposit: A one-third deposit (33%) is required upon completion of this form. Deposit is non-refundable.

Balance: Balance of payment is required two weeks prior to event date.

Cancellation: Cancellation of event within seven days of event results in loss of total payment.

Lessee agrees to comply with payment schedule, regulations, and restrictions as stated above.

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Lessee Signature

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Date

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Office Signature

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Printed Name and Title