Temple Beth Torah Member Rental Fee Agreement

Member's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: Home: _____ Cell: _____

Rental Date: _____ Time: start: _____ end: _____

Caterer's name: _____ #: _____

Address: _____

Type of Event: _____

# of people expected to attend: _____

Rental Fees (Subject to availability):

1 Social Hall – 1 hour Kiddish – no seating	FREE
1 Social Hall (2 hour minimum)	$150.00 per hr. x ____ hrs. = $_____
2 Social Halls (2 hour minimum)	$200.00 per hr. x ____ hrs. = $_____
Lobby use for food/ beverage service	$200.00 (for event duration) $_____
Multi-purpose Room (2 hour minimum)	$100.00 per hr. x ____ hrs. = $_____
Paper/plastic goods & coffee/tea set up	$100.00 per room rented = $_____
Sanctuary (concerts/lectures/services)	$125.00 per hr. x ____ hrs. = $_____

Free use of Sanctuary for private service is subject to life cycle policy of congregation and approval.
All members must be in good standing at time of final payment to receive membership privileges.

For all rentals: ***Copy of Renter's drivers license is required.***
At the time of booking, the Member will provide the Temple with a signed Temple Beth Torah Member Rental Fee Agreement as well as a signed Facility Usage Agreement. In order to guarantee your booking, you will be required to submit a security deposit of $300 at the time your reservation is made, or within 3 business days of reservation. If you are booking your event 10 days or less prior to the event, you will be required to submit your deposit in cash. Any returned checks for payment of your event will be subject to a $30 returned check fee. All monies paid after this must be in cash only.

_____ _____
Renter Initials Date

PLEASE NOTE: If food is being served, you are required to follow Temple Beth Torah's kashrut policy which stipulates that all food be Kosher-style (see attached guidelines).

Additional Information

Set-up requests will be submitted to the Temple Administrator no later than 2 weeks prior to the event.

Most charges will be for a minimum two-hour period. Final payment is due ten (10) business days prior to the event. Payments less than ten (10) days must be made in cash, money order or bank check.
Please make all payments payable to: **Temple Beth Torah.**

All events must end at 9:30pm on weekdays and Sundays, and at 11:00pm on Saturdays. You may choose to rent the space for an additional hour (9:30pm - 10:30pm on weekdays and Sundays, and 11:00pm - 12:00pm on Saturdays) at a rate of $100.00 per hour for the multi-purpose room, $150.00 per hour for one (1) social hall and $200.00 per our for two (2) social halls **in addition to the regular hourly rental fee**. This policy does not include the additional lobby use. The lobby will be broken down at the regular time.

Summary of Charges - User shall pay the Temple the following:

Room Rental Fee:	$_____
Security Deposit: *(Separate check)*	$____300.00_____
Additional Hour:	$_____
Paper/plastic goods:	$_____
Other: _____	$_____
TOTAL: *(Amount due at contract signing)*	$_____
BALANCE: *(Due 10 business days prior to your event)*	$_____

_____ _____
Signature of Renter Date

_____ _____
Signature of Administrator Date