



NON-SHABBAT ROOM RESERVATION REQUEST

Event up to 3 hours

I (we) _____ wish to reserve the facilities of Congregation Beth El (CBE) for the occasion and date described below:

I (we) agree to the fees and charges as set forth by CBE, and further agree to abide by the building rules and regulations set forth by CBE.

I (we) request permission to use CBE's facilities as listed below.

I (we) agree to abide by CBE's rules and regulations regarding use of the facilities and to be responsible for any expense incurred by CBE due to either (a) the failure to abide by CBE's rules and regulations, or (b) any damage to CBE which, in either case is not covered by the insurance of the subcontractors (eg. caterer, photographer, etc.) employed by me (us). I (we) understand that each subcontractor must provide a certificate of insurance to CBE.

This request is not guaranteed until confirmed in writing by CBE's Authorized Agent. Please sign and return one copy of this application with a nonrefundable deposit of \$100. The remaining balance is due in full 2 weeks (14 days) prior to the date of the event.

Name: _____
Daytime Phone: _____ Evening Phone: _____
Email Address: _____
Event Day and Date: _____ Number of Guests: _____
Starting Time of Event: _____ End Time of Event: _____

Will Food Service or Catering be required? Yes _____ No _____

Name of Caterer: _____ Telephone: _____

Food costs are determined by you and your caterer and will be billed directly to you by your caterer. You must notify the office two weeks prior to your event.

Areas of Synagogue Requested and Fees (please indicate):

	<u>Member</u>	<u>Non-Member</u>
_____ Social Hall ^(1,2)	\$250	\$450
_____ Use of CBE Dinnerware (Fleishik)	\$150	\$250
_____ Professional Fee, if services required (Paid directly to Rabbi)	\$0	\$250
_____ Suggested Minimum Donation to Rabbi's Discretionary Fund and/or any of CBE's other Tribute Funds Recommended for all Simchas (Bris, Baby Naming, Pidyon Ha'ben, Upshirin, etc.)	\$100	\$100

⁽¹⁾ \$100 discount if Simcha is open to Congregation and invitation is included in weekly announcements.

⁽²⁾ Includes custodial fee and use of kitchen by one of CBE's approved kosher caterers. Additional charge of \$25 per hour if supplemental kashrut supervision is required through CBE.

Agreed to by Applicant _____
Date

Accepted by Congregation Beth El – Authorized Agent _____
Date