



PRIVATE WEDDING / BAR / BAT MITZVAH PARTY RESERVATION REQUEST

Approximately 6 hours, taking place anytime Sun-Fri (through Fri sundown) or after 2 pm on Shabbat

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 \$750. 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> ⁽²⁾ |
|--|---------------|----------------------------------|
| _____ Social Hall ⁽¹⁾ | \$700 | \$1,200 |
| _____ Custodial Fee (required) | \$150 | \$150 |
| _____ Use of CBE Dinnerware (Fleishik) | \$150 | \$250 |
| _____ Front Lobby | \$150 | \$250 |
| _____ Garden Room | \$150 | \$250 |
| _____ Small Sanctuary | \$300 | \$400 |
| _____ Professional Fee, if services required (Paid directly to Rabbi) | \$0 | \$300 |
| _____ Suggested Minimum Donation to Rabbi’s Discretionary Fund and/or any of CBE’s other Tribute Funds | \$100 | \$100 |

⁽¹⁾ Includes use of kitchen by one of CBE’s approved kosher caterers; use of large sanctuary is included for wedding ceremony if applicable. Additional charge of \$25 per hour if supplemental kashrut supervision is required through CBE.

⁽²⁾ \$500 may be applied to new membership dues for up to six weeks after the marriage.

Agreed to by Applicant Date

Accepted by Congregation Beth El – Authorized Agent Date