

Bar/Bat Mitzvah Contract for Hall Rentals

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|--|------------------------------|--|
| Family Name | | Bar/Bat Mitzvah Child's Name |
| Home Phone | Work/Mobile Phone | Bar/Bat Mitzvah Day + Date to be Held on |
| Address (include City, State, Zip) | | |
| Email address | | |
| Date BM Application Received at Temple | Date Contract sent to Family | Final Contract Date: 6 months before Bar/Bat Mitzvah |

• Function • Kiddush • Options

| <input type="checkbox"/> Friday Oneg (alone) <input type="checkbox"/> Friday Dinner + Oneg <input type="checkbox"/> Sunday Bar/Bat Mitzvah <input type="checkbox"/> Sunday Breakfast <input type="checkbox"/> Sunday Luncheon <input type="checkbox"/> Sunday Afternoon | <input type="checkbox"/> Saturday Bar/Bat Mitzvah - Families are required to host an appropriate Kiddush for their guests and 30 congregants after services. You must choose one of the three (3) Kiddush options below. | | |
|--|---|--------------------------------|--|
| | <input type="checkbox"/> [#1] Saturday Kiddush (only) in Social Hall • Family, Guests, 30 Congregants | | |
| | <input type="checkbox"/> [#2] Saturday Plated Meal (meat/dairy) • Family, Guests + Appropriate Kiddush in Kiddush Room • Family, Guests, 30 Congregants | | |
| | <input type="checkbox"/> [#3] I will not be holding any Saturday function in the Temple • Basic Kiddush • 30 Congregants | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;"># of guests attending services</th> </tr> <tr> <td style="height: 20px;"></td> </tr> </table> | # of guests attending services | |
| # of guests attending services | | | |
| | | | |
| | <input type="checkbox"/> Saturday Dinner • Family, Guests | | |

Other Days/Usage

Temple Facility

| Temple Facility Usage (check all that apply) | Estimated # Guests | Day + Date(s) Needed | Time(s) Needed, AM/PM | | | | | | |
|---|---|----------------------|-----------------------|---------------|--|----------|--|--|--|
| <input type="checkbox"/> Social Hall (sit down) + <input type="checkbox"/> Kiddush Room (standing) | | | | | | | | | |
| <input type="checkbox"/> Kiddush Room (sit down, seating capacity 40) | | | | | | | | | |
| Tables Needed - All final table set-up instructions should be submitted to Temple office at least 5 days prior to the event date <input type="checkbox"/> Tables & Chairs | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th># Round Tables</th> <th># Long Tables</th> <th># Food Tables</th> </tr> <tr> <td><input type="checkbox"/> 8 chairs <input type="checkbox"/> 10 chairs</td> <td>8 chairs</td> <td></td> </tr> </table> | # Round Tables | # Long Tables | # Food Tables | <input type="checkbox"/> 8 chairs <input type="checkbox"/> 10 chairs | 8 chairs | | | |
| # Round Tables | # Long Tables | # Food Tables | | | | | | | |
| <input type="checkbox"/> 8 chairs <input type="checkbox"/> 10 chairs | 8 chairs | | | | | | | | |

Kiddush and Meal Provider • Function

| | | |
|---|---|---|
| <input type="checkbox"/> Accommodator (Name, Phone) + 30 Congregants for Kiddush Days/Dates of Kitchen Usage <input type="checkbox"/> 1 <input type="checkbox"/> 2 | <input type="checkbox"/> Self | <input type="checkbox"/> Caterer (Name, Phone) + 30 Congregants for Kiddush |
| <input type="checkbox"/> Photographer (Name, Phone) | <input type="checkbox"/> Entertainment (Name, Phone) | <input type="checkbox"/> Florist (Name, Phone) |

Caterer • Option #1 or #2

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|------------------------|----|------------------|---|
| Social Hall Fee | \$ | # Guests: | Please call the office with your final number so we may adjust your contract accordingly. |
|------------------------|----|------------------|---|

(Self) Accommodator • Option #1 or #2

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|------------------------|----|---|---|
| Social Hall Fee | \$ | # Guests: | Please call the office with your final number so we may adjust your contract accordingly. |
| Kitchen Use | \$ | Days of Kitchen Usage: | Dates of Kitchen Usage: |
| | | <input type="checkbox"/> 1 <input type="checkbox"/> 2 | |
| Mashgiah | \$ | Assigned by the Temple | |

Basic Kiddush • Option #3 •

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|------------------------|----|------------------|---|
| Social Hall Fee | \$ | # Guests: | Please call the office with your final number for seating purposes. |
|------------------------|----|------------------|---|

| | | |
|-------------------------|--------------|--|
| Security Deposit | \$200 | Will be returned assuming no breakage or any other kitchen damage |
| Video | \$ | <input type="checkbox"/> Yes (\$35) <input type="checkbox"/> No |
| Kiddush Room Fee | \$ | Applies <u>only</u> if Family requests sit down function in Kiddush Room |
| Deposit Received | \$ | |

| | | |
|----------------------|----|---|
| TOTAL BALANCE | \$ | Final Balance Due Date: 2 months before Bar/Bat Mitzvah: |
|----------------------|----|---|

NOTE: The Temple reserves the right to cancel this reservation without notice if a member's financial obligations are overdue or final contract payments are not made by the time specified.

| | |
|---|-------------|
| House Committee Approval (6 months prior to event) | Date |
| | |

- I acknowledge that I have read the attached rules and regulations of the Temple and do hereby agree to abide by said rules and regulations.
- I acknowledge that aforesaid premises are now in good repair, order and clean condition and will not permit the premises to be damaged or abused. Should they be damaged or abused in any way, I agree to pay for necessary repairs or extra custodial hours required to return the Temple premises to their original condition prior to my affair.
- I acknowledge the final count I give to my Caterer or Accommodator for my Kiddush (only) will be the number of my guests + 30 regular congregants. Please call the office with your final number so we may adjust your contract accordingly.
- I agree to make timely payments of all monies owed.

Please sign and date this contract and return it with your payment to the Temple office. Any final balance is due 2 months before your event date.

I agree to make a minimum payment of \$_____ to **Temple Ner Tamid** for the use of above premises.

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|------------------|-------------|
| Signature | Date |
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