Brooklyn Heights Synagogue Space Use Fees

Member Prices

Religious Celebrations (b’nai mitzvah, babynamings, weddings, brit milah)

<table>
<thead>
<tr>
<th>Space Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parlor Floor &amp; Oneg Room (capacity 30 seated or 70 standing)</td>
<td>$500</td>
</tr>
<tr>
<td>Library, Parlor Floor &amp; Oneg Room (capacity 35 seated or 75 standing)</td>
<td>$500</td>
</tr>
<tr>
<td>Lower Level Multipurpose Room (capacity 30 seated or 50 standing)</td>
<td>$500</td>
</tr>
<tr>
<td>2nd Floor Social Space (Friday Evening Shabbat Oneg/Dinner, if private*)</td>
<td>$500</td>
</tr>
<tr>
<td>2nd Floor Social Space (capacity 75-100 seated or 125 standing)</td>
<td>$1000</td>
</tr>
</tbody>
</table>

Prices above are for 2 hours. Up to two additional hours will be billed at $150 per hour. After that, a $200/hr. charge will apply. Fees also include the use of our kitchen. Our tables and folding chairs are available for your use and are included in the prices above, but any additional items (such as tablecloths & flatware) are your responsibility to provide. For more information, please see rental section D below.

*Note: If everyone attending Friday night services is invited and expense is borne by host, then no rental fee applies. Should your event require extended custodial and/or security services, there will be an additional flat fee of $200.

Social Functions (birthday and other parties). These prices also apply to non-profits.

<table>
<thead>
<tr>
<th>Space Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library, Parlor Floor &amp; Oneg Room (capacity 35 seated or 75 standing)</td>
<td>$600</td>
</tr>
<tr>
<td>Lower Level Multipurpose room/Parenting Center (capacity 20 seated or 40 standing)</td>
<td>$500</td>
</tr>
<tr>
<td>Second Floor Social Space with use of kitchen (capacity 80 seated or 125 standing)</td>
<td>$1400</td>
</tr>
</tbody>
</table>

Prices above are for 4 hours. Each extra hour will be billed at $150. Our tables and folding chairs are available for your use and are included in the prices above. Additional items may be rented. Please see rental section D in attachment.

Educational/business meeting (no food served) Member/nonprofit

<table>
<thead>
<tr>
<th>Space Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library, Classroom or portion of social space for up to 2 hours</td>
<td>$600</td>
</tr>
</tbody>
</table>

Prices above are for 2 hours. Up to two additional hours will be billed at $150 per hour. After that, a $200/hr. charge will apply. Fees also include the use of our kitchen. The services of our clergy are reserved exclusively for members of BHS.

Nonmember Prices

Religious Celebrations (b’nai mitzvah, babynamings, weddings, brit milah; NOTE: The sanctuary is never rented out for non-member events)

<table>
<thead>
<tr>
<th>Space Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library, Parlor floor &amp; Oneg Room</td>
<td>$1000</td>
</tr>
<tr>
<td>Lower Level Multipurpose Room</td>
<td>$1000</td>
</tr>
<tr>
<td>2nd Floor Social Space (Friday evening Shabbat Dinner/Oneg)</td>
<td>$1400</td>
</tr>
<tr>
<td>2nd Floor Social Space</td>
<td>$2200</td>
</tr>
</tbody>
</table>

Prices above are for 4 hours. Each extra hour will be billed at $150.
A. PAYMENTS, SECURITY DEPOSIT, CANCELATION POLICY

1. A deposit of 50% must accompany the signed contract for use of space.  
2. Balance of rental fees is due no later than 1 week before the event. If we do not receive your balance 1 week prior to your event, we have the right to cancel your event. Deposits become non-refundable 30 days prior to the event.  
3. All deposits for events planned less than 30 days prior to event are non-refundable.  
4. Two weeks before the event, we require a $500 refundable security deposit (to cover the cost of any damage or exceptional cleaning resulting from the event.) Security deposits will be returned within 10 business days if no damage is found.  
5. Should your event take place when our custodial and security staff are NOT already scheduled to be in the building, there will be an additional flat fee of $200.

B. KITCHEN/CATERERS

1. If you are using the services of a Kosher caterer, there will be an additional charge of $100 per hour for each hour that the caterer is on our premises. (Kosher caterers require more attention from our staff and more time in our building than other caterers.)  
2. If the kitchen and/or service pantry are used, the caterer/user must clean up. The caterer/user must supply all products including: detergent, paper towels, plastic wrap, foil and consumables such as coffee, tea, sugar, sweeteners, and condiments. All trash must be placed in appropriate trash or recycling bags and left in the area designated by the synagogue custodian or removed and disposed of elsewhere.  
3. The kitchen and pantry floors must be swept and mopped before leaving.  
4. Any food or supplies left in the synagogue will be disposed of. All leftovers and imported equipment must be taken upon completion of the event.  
5. Caterers and other service providers must make arrangements in advance to access the building for deliveries and pickups, by calling the main office or by emailing office@bhsbrooklyn.org.

C. FOOD/BEVERAGE RESTRICTIONS

1. Use of alcoholic beverages, other than ritual wine, must be properly supervised by the responsible party. If wine, beer, or liquor is served, a separate indemnification agreement must be signed by the user at the same time as this agreement.  
2. Food service shall be Kosher style. No shellfish, no pork, and no mixing of meat and dairy is permitted. Meat and dairy products cannot be on the same table at the same time.

D. RENTALS (TABLES, CHAIRS, SERVING EQUIPMENT ETC.)

1. You may wish to rent additional tables and/or chairs, as well as tablecloths, linens, and perhaps tableware. Please remember that it will be your responsibility to verify that the correct rentals have been delivered, and that they are properly packed and picked up in a timely manner.  
2. Rentals for weekday events should arrive the day of the event. Weekend event rentals should arrive the Friday before the event.  
3. All rental deliveries must be coordinated in advance with BHS office. No rentals will be accepted without prior approval.  
4. All rented tables, chairs, dishes, and silverware to be picked up shall be left in the area designated by the synagogue custodian and shall be removed from the synagogue during normal business hours on the next business day after the event. Any soiled items must be double-wrapped.
Brooklyn Heights Synagogue
Terms, Conditions and Additional charges (in bold)

E. GENERAL USAGE

1. The rental fee assumes usage for a period of up to 2 hours, unless otherwise stated. The synagogue reserves the right to modify the rental fee for a specific event, depending upon the number of people attending, the date of the event and the need to pay overtime or to hire additional personnel.

2. Outside events are not permitted during worship services.

3. Generally, usage of space for non-religious activities will be limited to: Monday –Thursday 7 pm-10pm; Saturday, one hour after sundown to 11pm; and Sunday 10am-10pm. During school vacation periods, additional times on Mon-Thurs may be available.

4. Music is not permitted after 11pm under any circumstances and must be volume-controlled at all times in consideration of our neighbors and NYC noise laws.

5. No smoking is permitted in the synagogue, on the stoop or on the sidewalk outside the synagogue. Any smoking will result in the forfeiture of the security deposit.

6. Children and teenagers are not permitted to leave the area of the event without permission from a responsible adult. Children and teenagers are not permitted to congregate outside the synagogue, except for pickup by parents or other caregivers.

7. All rooms must be left in clean condition. Additional charges may be assessed to replace damaged or broken equipment or furnishings.

8. Decorating of rooms is permitted. However, decorations requiring nailing or taping to the walls, floors, or ceiling of any spaces is not permitted.

9. Any non-member using our facilities, as well as all caterers, must provide a certificate of liability insurance naming the Synagogue as an additional named insured for the date of the event. A minimum $1,000,000 limit of liability is required.

10. Rental items are the sole responsibility of the caterer/user. If you are using rentals, you must designate someone to receive and check the order as it enters the building, and to collect it before you go. BHS staff will assist with the rearranging and use of rentals but are not responsible for any lost, stolen, or damaged items.

Please sign here indicating receipt and acceptance of these terms, conditions and additional charges:

____________________________________________________________________________________
Signature		Print Your Name

Date _____________________
Brooklyn Heights Synagogue
Caterer Agreement

Caterer: Please return this form, along with a certificate of liability insurance listing Brooklyn Heights Synagogue as a named insured for the date of the event, to the main Synagogue office at 131 Remsen Street, Brooklyn NY 11201, or fax it to 718-522-3976, at least 10 days in advance of the event.

The Caterer acknowledges receipt of this agreement as of the date set out below:

1. Use of alcoholic beverages, other than ritual wine, must be properly supervised by the responsible party. If liquor is served a separate indemnification agreement must be signed by the user at the same time as this agreement.

2. Food service shall be Kosher style. No shellfish, no pork, and no mixing of meat and dairy is permitted. Meat and dairy products cannot be on the same table at the same time.

3. Any non-member using facilities, as well as all caterers, must provide a certificate of liability insurance naming the Synagogue as an additional named insured for the date of the event. A minimum $1,000,000 limit of liability is required.

4. Our 60” rounds (10) and 48” rounds (6) and our many rectangular tables, as well as our folding chairs, are available for use at no additional cost with prior arrangements. No addition tables or chairs are guaranteed available day of the event.

5. All rooms must be left in clean condition. Additional charges may be assessed to replace damaged or broken equipment or furnishings caused by improper use.

6. Decorating rooms is permitted. However, decorations requiring nailing or taping to the walls, floor, or ceiling of any space is not permitted.

7. **If the kitchen and/or service pantry are used, the caterer must clean them.** The caterer must provide all supplies including: detergent, paper towels, plastic wrap, foil and consumables such as coffee, tea, sugar, sweeteners and condiments. All trash must be placed in the appropriate trash or recycling bags and left in the area designated by the synagogue custodian. The kitchen and pantry floors must be swept and mopped before leaving. Food is not to be left in the synagogue after the event without the permission of the synagogue Executive Director.

8. All tables, chairs, dishes, and other rented furnishings shall be packed neatly and left in the area designated by the synagogue custodian. All soiled items shall be double-wrapped in heavy plastic bags.

<table>
<thead>
<tr>
<th>Caterer Signature</th>
<th>Print your name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caterer Telephone Number</td>
<td>Caterer Email Address</td>
<td></td>
</tr>
<tr>
<td>Caterer delivery/entry date</td>
<td>Caterer delivery/entry date time</td>
<td></td>
</tr>
</tbody>
</table>
Brooklyn Heights Synagogue
Use of Space Agreement

Name(s) of User(s)  __________________________________________________________

Address  ____________________________________________________________________

Email  ______________________________________________________________________

Telephone Numbers  ____________________  ____________________  __________________
                      Cell         Home         Work         Fax

Event  ______________________________________________________________________

Date and Time of Event  _________________________________________________________

Set up time requested (not guaranteed if not approved in advance)  __________________

Number of Guests  _______  Do any guests require use of access lift?  ______  How many?  ______

Spaces/Rooms Required  _______________________________________________________

USE FEES:

Room Rental Fee  $________

50% Deposit  $________

Refundable Security Deposit  $500

Custodial and Security Staff Fee (if applicable)  $200

TOTAL AMOUNT  $_____________________

Additional Vendors (Florist, Photographer, Etc.):

__________________________________________________________
Name                   Address

__________________________________________________________
Phone                   Fax                   Email

Caterer’s certificate of liability insurance  Date received at BHS____________________

User’s Indemnification Agreement  Date received at BHS____________________

Caterer delivery/entry  ______  ______  
                       date           time

Other Services delivery/entry  ______  ______
                       linens/dishes/silverware  date  time

Signature of User and Date  ____________________________________________________
Brooklyn Heights Synagogue
User Indemnification Agreement – to be filled out by User

The parties, ____________________________, hereby indemnify and hold harmless The Brooklyn Heights Synagogue, its trustees, officers, employees and agents from and against any and all claims, actions, causes of action, and/or demands arising out of the use of the Brooklyn Heights Synagogue and environs by the parties, their guests and invitees. This agreement includes any claims, actions, causes of action, and/or demands arising out of the service of alcoholic beverages in the Brooklyn Heights Synagogue.

This indemnification agreement shall be construed to cover any and all acts of negligence or purposeful acts by the parties, their guests and their invitees.

If a caterer is used, the caterer shall provide an endorsement on the certificate of liability insurance that host liquor liability is included.

**Date of use**
____________________

**Signed**
____________________

User Date

____________________

User Date