

Center for Jewish Life of Hewlett



# **SOCIAL HALL AND BALLROOM RENTAL PACKET**

RULES AND REGULATIONS FOR  
SOCIAL HALL AND BALLROOM USE  
AND CONTRACT

## Center for Jewish Life of Hewlett



Congratulations!

We're delighted you selected our beautiful building to host your celebration.

### **HALL USAGE RULES AND REGULATIONS**

#### ***1. Facility Rental Fees and Renter Obligations***

A. Facility rentals include set up of tables and chairs and general follow up maintenance. Event host is responsible for covering and setting of tables, room décor, and cleanup of all rented rooms. Please finalize desired room set up at least 1 week prior to your event; all room set-up diagrams must be turned in at that time so we can ensure that all tables and chairs are available.

B. Set up must be done the day of the event and clean up must be completed the morning after the event. No exceptions.

C. No candles on the tables.

D. Music cannot be played after 11pm (for exceptions please contact the office)

E. Payment of Fees: A deposit totaling half the room rental fee must be paid at the initial event planning meeting, The rest of the rental fee as well as any additional fees will be due 7 days prior to your event.

F. We do not provide or rent linens, dishes, disposables or décor items for private events.

G. All orders for the rental/purchase of event items, e.g. table cloths, tables, chairs, etc., must be billed to the event host's name and address, and are the renter's responsibility.

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### **2. Kosher and Food Regulations**

A. All events in the Center for Jewish Life of Hewlett must be catered by an approved caterer, and overseen by the Vaad of five towns (to be hired by the caterer). Mashgiach must be present from the time the food/ingredients are dropped off until food is packed up and the kitchen is locked.

B.

- All baked items must be Pas Yisroel
- All dairy items must be Cholov Yisroel
- All wine must be Mevushal

The Center for Jewish Life of Hewlett office is not responsible for private packages or orders delivered to the building, or for personal items that are lost or damaged on facility.

### **3. Children**

A. Classrooms are locked during events. If you would like to hire an adult to watch children at your event, you may rent the Center for Jewish Life of Hewlett playroom for an additional \$100.

No food or drink is allowed in the playroom, and the room must be left completely clean.

Please note: parents are responsible for the safety of their children during events on the premises;

### **4. Entertainment and machinery**

The Center for Jewish Life of Hewlett staff should be consulted before any kind of entertainment is hired for an event, or machinery is rented and brought onto the premises.

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### **5. Decorations**

Decorations can be hung using easily removable tape, putty or similar adhesives. Please do not use strong, long lasting adhesives to apply decorations to the walls. Please ensure anything being put up in the building is appropriate for our facility. When in doubt, please reach out for approval.

### **6. Damages**

Host will be held financially responsible for any damage incurred to the hall, building and/or equipment and walls in the course of the event.

### **7. Saturday night events**

Saturday night events must begin at a minimum of 30 minutes after the Shabbos conclusion. Any set -up, preparation or arrival of caterers and/or event items/supplies/etc. at Center for Jewish Life of Hewlett premises may not occur until after the conclusion of Shabbos. This time varies weekly; please visit our website

### **8. Parking**

Parking is available for free in the municipal parking lot across the street. When using the premises lot behind the building please only use the marked spots. There is no parking or standing in the circular driveway. This rule will be strictly enforced.

Congratulations! We look forward to sharing in your Celebration!

# Center for Jewish Life of Hewlett



## FORM FOR HALL USE

Name: \_\_\_\_\_

Event Type: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Estimated Number of Guests (For Shabbat, please include Shulgoers): \_\_\_\_\_

### **1. Kosher and Food**

A. Who will be catering the event? Will it be meat or dairy?

\_\_\_\_\_  
\_\_\_\_\_

### **2. Room Rental and Set- up**

A. Which rooms will you be renting? What are the event start and end times ?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Please specify your set up needs for tables and chairs,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**FACILITY RENTAL CONTRACT**

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Event Hosts Name(s):

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address:

\_\_\_\_\_

I, \_\_\_\_\_ will be renting the \_\_\_\_\_  
on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ for a fee of \$\_\_\_\_\_ with approximately  
\_\_\_\_\_ guests expected to attend.

• I assume full responsibility for my invited guests during the time of my event, and for anyone whose help I secure during the preparations. This includes accountability for any damages to the property, building, and its contents.

• I agree to pay a deposit of \$\_\_\_\_\_

by \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ and the estimated final amount of \$\_\_\_\_\_ by  
\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_.

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- I commit to abide by the payment schedule written above.
- I understand that the down payment is non- refundable to the renter should this engagement be cancelled.

Center for Jewish Life of Hewlett Management Signature:

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Host Signature:

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Date signed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_