



FACILITY RENTAL AGREEMENT Today's Date: _____

INDIVIDUAL / ORGANIZATION ("User") holding event: _____ ADDRESS: _____

Phone: _____ Email: _____

Event Contact Name: _____ Title/Relationship: _____

Contact Phone: _____ Contact Email: _____

EVENT TYPE: _____ Date of Event: _____

EXPECTED GUEST TOTAL: _____ Will you have a caterer? (Circle one) Yes No

Name of Caterer: _____ Caterer Phone/Email: _____ Web Site: _____

Event START TIME: _____ Event END TIME: _____ Start time of set-up: _____

Room used/details: _____

Room Usage Fee: \$ _____

ADDITIONAL FEES (Select ALL that apply)

- Linens \$6.00 each # needed _____ \$ _____
Table Settings: \$1.50 each # needed _____ \$ _____
Additional Microphones \$5.00 each # needed _____ \$ _____
Sound System Setup: \$75 \$ _____
Screen/Projector Setup: \$75 \$ _____
Coffee and Tea set-up: \$35 \$ _____
Other : _____ (i.e.: security, etc.) \$ _____

Staff FEE: \$ _____

KITCHEN FEE: \$ 200.00 if serving food

TOTAL DUE: \$ _____

50% DEPOSIT*: (\$ _____)

Security: \$ 500.00

BALANCE **: \$ _____ Date Due: _____

Certificate of Insurance required (circle one): YES NO

If 'yes', list name of primary insured below:

*To hold your space, a 50% deposit must accompany this signed agreement.
**Outstanding balance due no later than one week prior to event, along with \$500 refundable security deposit

LIABILITY AND INDEMNIFICATION

The individual user or organization ("User") utilizing The Emanuel for an event is responsible for the acts of their guests and of those providing hired services. The user shall be liable for the full costs of any loss, equipment breakage, or damage to the Emanuel Synagogues equipment and physical property. The user shall report any damage to the Emanuel Synagogue's equipment and/or physical property to the Emanuel's Executive Director immediately.

The Emanuel Synagogue does not assume any responsibility for, and will not be liable to the user or to anyone else in the event of, theft, disappearance, or damage to any property brought into the building by the user or any third party with whom the user has contracted to provide goods or services.

The user hereby indemnifies and shall defend and hold the Emanuel Synagogue, its board members, officers, agents, employees, members and volunteers harmless from and against any and all claims, actions, penalties, fines, suits, losses, liabilities, damages, judgments, liens, demands, costs and expenses (including reasonable attorneys' fees and costs) arising in connection with the user's use of the facility for the Event, or arising from or alleged to have arisen from, any and all acts or omission of the user and the user's guests, invitees, employees, agents, servants, and contractors.

The Emanuel Synagogue is not responsible for injuries suffered by any person(s) using the Facility.

I have read and agree to abide to the above terms, conditions, and required fees as listed, and I have received a copy of The Emanuel Synagogue's Facility Event Usage Information and Guide and agree to abide by the terms and conditions included therein.

Signature of User: _____

Date: _____

Emanuel Synagogue Staff Approval: _____

Date: _____