

Event Request/Reservation Form

*Receipt of this form does not imply a commitment by Congregation Beth Hatikvah (CBH).
Requestor agrees to abide by all policies of CBH, including the Building Use Policy.*

NOTE: THERE IS NO ROOM USAGE FEE FOR SYNAGOGUE EVENTS
(Defined as any event organized and sponsored by a group that reports to a CBH officer or the CBH Board of Directors)

1. Your Name: _____

2. Are you a member in good standing of Congregation Beth Hatikvah? Yes _____ No _____

3. Organization Name (if applicable): _____

4. Home Phone: _____ 5. Work Phone: _____

6. Cell Phone: _____ 7. Email Address: _____

8. Title of Event: _____

9. Date of Event: _____ 10. Start Time: _____ 11. End Time: _____

12. Expected # of guests under the age of 18*: _____ 13. Expected # of adult guests: _____

14. Total # of expected guests: _____

15. Room(s) required: _____ Sanctuary Enter price here: \$ _____
120-person capacity

_____ Social Hall \$ _____
200-person capacity

_____ Social Hall/Sanctuary \$ _____
200-person capacity (table seating)
320-person capacity (theater seating)

_____ Library \$ _____
50-person capacity (chairs only)

_____ Classroom \$ _____
20-person capacity

_____ Youth Lounge \$ _____
150-person capacity

~Please refer to Pricing Schedule at www.bethhatikvah.org for full details on pricing~
NOTE SATURDAY EVENING SURCHARGE OF \$100

16. How many tables required: _____

17. How many chairs required: _____

18. Table/Chair Configuration (if applicable):

_____ U-Shaped _____ Conference _____ Theater _____ Other (attach layout)

19. Other Needs: _____ Microphone/sound system (\$ 100) _____ Piano (\$ 100)
_____ Projector (\$50) _____ Platform (\$250) _____ Internet usage (\$ 40)

20. Will food be served? ____ Yes ____ No Kitchen usage (Flat fee): \$ 75

Pursuant to the CBH food policy, Users are asked to adhere to the following guidelines. Neither the caterer nor the food need be kosher, but in no circumstances shall any non-kosher meat (including beef, chicken or other fowl, or pork products) or shellfish (such as crabs, lobster, shrimp, mussels, clams, etc.) be served. Many processed foods contain meat derivatives, especially sauces. Care should be taken to be sure that food served in the CBH does not use meat/shellfish products of any sort.

Note: Paper goods (cups, plates, napkins, tablecloths, etc.) and other equipment (trays, water pitchers, coffee urns, etc.) purchased by CBH may not be used for any private event.

~Please refer to IV, F in Building Use Policy for full details on kitchen usage~

21. Will outside caterer be used? ____ Yes ____ No

22. Name of Caterer _____

Address & Telephone _____

(Note: If caterer has not been chosen at the time of the request, please supply this information to CBH Facilities event coordinator no later than 30 days before your event.)

23. Will other vendors be used (florist, entertainment, rentals, etc.)? ____ Yes ____ No

24. Names of Vendors: (attach sheet if needed) _____

Address & Telephone _____

(Note: If vendor(s) have not been chosen at the time of the request, please supply this information to CBH Facilities event coordinator no later than 30 days before your event.)

25. CBH Custodian (required at every event) \$30/hr. _____ hrs \$ _____

In the event that any extra ordinary set-up and/or clean-up services are required, User agrees to pay additional fees in the amount of \$30/hr. for said services.

26. Total of costs on lines 15, 19, 20 and 25: \$ _____

A room reservation can only be made with this form, and a deposit representing 50% of total costs plus \$500 security deposit, submitted to CBH office when reservation is confirmed.

Total fees due on day of event.

Failure to clean the kitchen will result in assessment against Requestor's \$500 damage/cleaning deposit and/or Caterer's deposit.

*For all events at which children under the age of 18 will be present, a chaperone (person specifically designated to supervise such children) should be provided. If the number of children is from 20 to 40, two chaperones should be provided with one additional chaperone in increments of each 20 children thereafter.

I have read and I understand the Congregation Beth Hatikvah Building Use Policy. I will submit final payment no later than the day of the event detailed above. Please make out checks to Congregation Beth Hatikvah.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

Note: The CBH Building Use Policy can be found at <http://www.bethhatikvah.org>

● Phone: 908-277-0200 ● Fax: 908-277-3220

Please consult the CBH Building Use Policy for detailed information about hosting an event at the synagogue.
