

CONGREGATION OHR TORAH

48 Edgemount Road Edison, NJ 08817

Reservations Contact: Mel Barenholtz: 732-985-8341 – mbarenh@yahoo.com
 Caterer's Contact: Moshe Wiesel: 732-819-7725
 Alternate Contact for Reservations and Caterer: William Bogner: 732-572-6679

RENTER'S CONTRACT

Effective January 1, 2006

RENTER'S NAME(S) (*please print*): _____

ADDRESS: _____

PHONE: Day: _____ Night: _____
 Cell: _____ FAX: _____

EMAIL: _____

TYPE OF EVENT: _____

NAME(S) OF CELEBRANT(S): _____ APPROX. # GUESTS: _____

EVENT(S)	DATE(S)
Friday Night Meal	
Early Minyan Kiddush	
Regular Minyan Kiddush	
Shabbos Lunch	
Catered Shalosh Seudos	
Sat Night, Sun, Mon, Tue, Wed, Thu (<i>please circle the day</i>)	Date: Start Time: End Time:

By signing this document, I, as the Renter of the Congregation Ohr Torah Kiddush Room, do hereby acknowledge that I have read the enclosed Contracts and Information sheets. I have reviewed and understood all terms, rules and regulations stipulated therein and I agree to abide by them. I agree to pay all costs on time for which I am legally responsible.

Enclosed is a non-refundable deposit of \$100 to secure my reservation.

I agree that, 2 months prior to the event, I will pay an additional \$300 or the full remaining balance if it is less than \$300.

I agree to pay the **full remaining Balance** 10 days prior to the event.

RENTAL FEE (*See Fee Schedule*): \$ _____
 MASHGI ACH FEE (*See Fee Schedule*): \$ _____

DEPOSIT ENCLOSED: \$ 100
 AMOUNT DUE 2 MONTHS PRIOR TO EVENT: \$ _____
 FULL BALANCE DUE 10 DAYS PRIOR TO EVENT: \$ _____

SIGNATURE: _____ DATE: _____

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RENTER'S INFORMATION ABOUT CATERER
REQUIRED 2 MONTHS PRIOR TO EVENT

RENTER'S NAME(S) (*please print*): _____

TYPE AND DATE OF EVENT: _____

CATERER'S COMPANY NAME: _____

ADDRESS: _____

NAME OF CONTACT PERSON AT CATERER: _____

PHONE: Day: _____ Night: _____
Cell: _____ FAX: _____

HASHGACHA FOR CATERER: _____

CONTACT PERSON FOR HASHGACHA: _____

PHONE NUMBER FOR HASHGACHA: _____

RENTER'S ADDITIONAL INFORMATION

In the space below (and/ or on the other side of the page), please provide any additional information for your event that is not covered by the Renter's Contract. For example, please indicate if you would like to use the Sanctuary or any other facilities not included in the basic contract.

Please feel free to add any comments that you think would be helpful. Thank you.

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1. The renter should begin the reservation process by contacting Mel Barenholtz (with William Bogner as an alternate).
2. Weekday rentals are available **only to Full Members** (in good standing).
3. If the requested date is available, Mel Barenholtz will send the renter a full Congregation Ohr Torah (OT) rental agreement package.
4. The renter's requested date(s) will be reserved in the OT calendar by Mel Barenholtz upon receipt of a completed Renter's Contract including a \$100 non-refundable deposit.
5. When a reservation is accepted more than one year in advance, a current OT rental agreement package will be sent to the renter approximately 4 months prior to the event.
6. The Kashrus supervision of the caterer must be approved by Rabbi Luban.
7. 2 months prior to the event, the renter must identify the caterer so that Rabbi Luban can review the caterer's Kashrus supervision.
8. For a variety of important reasons, we require the presence of our OT Mashgiach at every event regardless of whether or not the caterer provides a Mashgiach. Rabbi Luban will be happy to speak to the caterer's supervisory agency and assure them that the OT Mashgiach is most competent but, in some instances, the caterer is required, by his supervisory agency, to bring a second Mashgiach. The renter is encouraged to clarify this matter to his or her satisfaction before signing a contract with a caterer.
9. The OT Mashgiach should be extended the courtesy of a guest and should be allowed to partake of the food at the event in a reasonable fashion. For Shabbos meals, the OT Mashgiach and his wife should be provided with a meal by the caterer in a side room.
10. 2 months prior to the event, the renter must remit to OT either \$300 or the remaining balance in full if the remaining balance is less than \$300.
11. 10 days prior to the event, the remaining balance, if any, (including the mashgiach fee) **must be paid in full.**
12. The renter is responsible to insure that the Caterer's Contract, including the Insurance Certificate and \$500 Security deposit, are submitted to OT 14 days prior to the event.

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13. Questions or requests concerning building access, availability of tables and chairs and/or room size and setup should be directed to Moshe Wiesel.
14. Only the caterer is authorized to bring food or beverages into the shul. The renter may not supplement items even with products that bear reliable supervision. The only exceptions to this rule are wine, liqueur and liquor, which may be purchased by the renter, but must be approved by the Mashgiach before display.
15. Renters may use only the space and facilities covered by this agreement. They may not use the Sanctuary, classrooms, Beis Medrash, offices, etc., without prior arrangement.
16. Food is permitted ONLY in the downstairs catering area.
17. During scheduled OT Mincha / Maariv services (approximately one half hour), music and/or other entertainment must be muted.
18. The renter must see to it that party personnel - such as musicians, entertainers, party planners, decorators, etc., - do not damage the facility and **clean up after the event**.
19. Edison Township requires that all music must end no later than 10 PM.

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CATERER'S CONTRACT
REQUIRED 14 DAYS PRIOR TO EVENT
Effective January 1, 2006

DATE(S) OF EVENT: _____

SPONSOR(S) OF EVENT: _____

CATERER'S COMPANY NAME (*please print*): _____

ADDRESS: _____

NAME OF CONTACT PERSON: _____

PHONE: Day: _____ Night: _____
Cell: _____ FAX: _____

HASHGACHA PROVIDED BY: _____

I have read the CATERER'S INFORMATION sheet and agree to abide by all the rules and regulations stipulated therein.

I will provide the following at least 14 days prior to the event:

- 1) \$500 Refundable Security Deposit (check payable to Congregation Ohr Torah)
- 2) Copy of Insurance Certificate (may be faxed to Cong. Ohr Torah at 732-777-6851)

NAME (Please print) _____

SIGNATURE: _____ DATE: _____

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1. The Caterer must submit a signed Congregation Ohr Torah Caterer's Contract 14 days prior to the event.
2. The Caterer must supply an Insurance Certificate showing Congregation Ohr Torah as additionally insured (i.e., worker's compensation, food products, comprehensive liability, public liability). This certificate may be faxed to Ohr Torah at 732-777-6851.
3. The Caterer is required to provide a refundable **\$500** security deposit **14 days prior** to the event. Refundability will be based on the cleanliness and condition of the facility at the completion of the event when the caterer states that the cleanup is finished.
4. The Caterer should call Moshe Wiesel no later than one week in advance of the event to schedule access to the building.
5. The Caterer should set up all furniture arrangements as per the specifications of the Renter or make alternate set up arrangements through Moshe Wiesel.
6. The Caterer may not park any Trucks in front of the Synagogue over Shabbat.
7. The Caterer must make all deliveries through the side entrance.
8. The Caterer is responsible for damages to the facility.
9. The Caterer is completely responsible for the proper care of all kitchen equipment.
10. Any problems should be immediately reported to the Congregation Ohr Torah mashgiach and/or custodian.
11. All kitchen equipment must be emptied and wiped cleaned both inside and out when the event is completed. The kitchen floor must be swept and mopped.
12. The Catering Hall floor and carpet must be 'broom swept' so that they are free of debris. Chairs should be stacked in piles of **no more than 6**.
13. All empty boxes must be crushed before placement **IN** the dumpster. All refuse must be put in plastic bags and discarded **IN** the dumpster outside the building. No garbage may be placed on the ground around the dumpster.

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14. The Caterer is responsible for the actions of his/her employees. No employee is allowed to smoke inside the building.
15. Congregation Ohr Torah is not liable for damages arising out of failure of electricity, gas or water, or breakdown of the facilities furnished by the Synagogue.
16. If Caterer supplies decorations:
 - **NO** glitter, silly string or memory glasses are allowed into the building
 - **NO** decorations may be attached to the walls or ceilings in any manner
 - **ALL** decorations must be removed at the end of the event.
17. In the event the FIRE ALARM is activated, **all personnel must immediately evacuate** the building.

Failure to cooperate with Synagogue policies will lead to restricted access for future events.