

CONTRACT FOR FACILITY USE

Name of "Renter": _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Cell: _____ E-mail: _____

Preferred Method of Contact: Primary Phone Cell Email

Date of Event: _____ Nature of Event: _____

Time Beginning: _____ Time Ending: _____

Estimated Attendance: _____

Rooms to be used: 1. _____ 2. _____

This agreement is made on _____ (date) by and between Beth Emet The Free Synagogue at 1224 Dempster, Evanston, IL ("Synagogue") and the "Renter" listed above.

With this agreement the Synagogue hereby agrees that the above mentioned "Renter" may use its facilities at the address listed above with the following understanding:

1. Policies Incorporated

The policies for use of the Synagogue's facilities attached to this contract are incorporated herein. By its signature hereto, the "Renter" agrees to be governed and bound by the rules and regulations as stated.

2. Limit of Access

The rental shall be limited to the rooms or areas as specified above. "Renter" agrees that the persons in attendance will refrain from seeking access to any other portion of the building. All food and entertainment will be restricted to rooms and areas rented.

3. Responsibility for Property Damage

The "Renter" agrees to be jointly responsible with the caterer for any damage to Congregation property, including the building itself, which may occur as a result of any activity relating to the function or the action of any person or persons in attendance at the functions, or the action of any person or persons employed by the "Renter". The "Renter" agrees, upon request, to provide proof of financial responsibility and/or insurance coverage covering property damage as described in this paragraph. The "Renter" may also satisfy this requirement by providing proof of insurance obtained by the caterer and providing coverage for any such damage. Every vendor engaged by the "Renter" must provide a Certificate of Insurance naming the Congregation as an additional insured for any such claim as described in this paragraph. Certificates must be on file in the synagogue office at least three (3) weeks prior to the event or the vendor will not be allowed on site.

(OVER)

4. Responsibility for Personal Injury

The "Renter" agrees to be jointly responsible with the caterer for any injury to persons which may occur in the course of the function or which may in any way be claimed by the injured party or his or her representative to be attributable in any way to the function, except that the "Renter" shall not be responsible for injuries to persons which are solely the result of a defective condition in the building or the negligence of any Congregation employee. The "Renter" specifically agrees to indemnify, defend, and hold and keep harmless the Congregation from any and all claims, payments, expenses, damages, costs, and attorneys fees in any way asserted by any injured person or his or her representative alleged in any manner to have been occasioned by any actions of the "Renter", its agents, employees, guests, licensees, invitees, and from any cause or reason whatsoever relating to the use and occupancy by the "Renter" of the premises and the conduct of its activities. The "Renter" shall, upon request, provide proof of liability insurance and/or evidence of financial responsibility naming the Congregation as an additional insured for any such claim as described in this paragraph. The "Renter" may also satisfy this requirement by providing proof of insurance coverage obtained by the caterer and other vendors and providing coverage for any such injury.

5. Payment of Fees

To guarantee the use of this facility for your function, a deposit of 50% of the anticipated room charge is required. The balance will be billed following the event, and all charges are due in full within thirty days of the billing date. Fees are refundable if a cancellation takes place no less than three (3) weeks prior to the event. 50% of the required deposit will be considered as non-refundable and will be considered as a processing charge. No refunds will be issued for cancellation made less than three (3) weeks before the event.

6. Contract with Caterer

A signed Contract with the Caterer will be required, even though the Caterer may have worked at other functions at the Synagogue. The Caterer Contract and Certificate of Insurance need to be submitted to the Synagogue no less than three (3) weeks prior to the event.

By signing this agreement, I/we hereby acknowledge that I have read the Rules and Regulations as well as the contents of this contract and that I/we will abide by what has been specified herein.

Signature: _____

Print Name: _____

Bekki Harris Kaplan, Executive Director

Date: _____

Date: _____

Please sign this copy and return to:

Beth Emet The Free Synagogue Attn: Bekki Harris Kaplan, Executive Director

1224 Dempster Street; Evanston, IL 60202

Or via email to bkaplan@bethemet.org

If vendors are known, please supply information below:

Party Planner _____

Phone _____

Caterer _____

Phone _____

Band or DJ _____

Phone _____

YOUR RESERVATION IS NOT SECURED UNTIL THIS CONTRACT IS RETURNED TO BETH EMET WITH A DEPOSIT OF 50% OF THE ROOM RENTAL FEE.