

CONGREGATION B'NAI ISRAEL
Usage Fee Statement

Rev 9/21/10

NAME AND PHONE NUMBER _____
 NAME OF EVENT _____ DATE OF EVENT _____

Sponsor Kiddush (see attached price list if using CBI caterer) \$ _____
 Using outside caterer for Saturday lunch, Kitchen rental \$400 \$ _____
 Baby Naming/Ufruf (\$250) \$ _____

Private Function or Party:

	<u>Member</u>	<u>Non-Member</u>	<u>Jewish Organizations</u>	
CBI facility representative	\$500	\$500	\$500	\$ 500.00
Sanctuary	\$500	\$700	\$600	\$ _____
Half Social Hall	\$250	\$500	\$250	\$ _____
(Friday night dinner)				
Social Hall (w/o sanctuary)	\$1000	\$1400	\$1200	\$ _____
Sanctuary & Social Hall	\$1000	\$1900	\$1600	\$ _____
Ceremonial Court	N/C	\$300	\$250	\$ _____
Kitchen (up to 6 hour usage)	\$800	\$1000	\$800	\$ _____
Classroom	\$100	\$150	\$120	\$ _____
18' x 26' Dance Floor	\$300	\$400	\$400	\$ _____
Chupah Set-Up	\$100	\$140	\$140	\$ _____
Family Life Center	\$700	\$1000	\$850	\$ _____

Fees include facility representative who will spend up to 25 hours on your event. (8 hours planning your event with you, an additional 12 hours coordinating your event with all the suppliers, & another 5 hours on the day of the event.) Staff will also be on site on the day of the event to monitor unlocking and locking of doors, utilities and sound system; six hours of usage which includes set-up and clean-up.:

Overtime fee if over 6 hrs.- \$50 hour \$ _____

Event Fee includes the use of:

20 – 60” round tables, 16 – 8’ rectangular tables
 300 chairs
 8 – 6’ rectangular tables,
 200 place settings
 Including: Plates, wine & water glasses & coffee goblets

Total Fees: \$ _____
Paid – Ck # _____ \$ _____
BALANCE DUE \$ _____

50% to be paid at time of booking _____

Balance received on _____ \$ _____ Chk# _____

Credit Card Charge _____ Visa _____ M/C _____ Number: _____ Exp: _____

Signature: _____

Total fees must be paid in full 2 weeks prior to event

I have read and agree to the policies as specified in the CBI Facilities Usage Schedule. I will accept all responsibility for any damages incurred from utilizing this facility and hold the synagogue harmless for any claims of loss, injury or damage to person or property while on Congregation B'nai Israel's premises. I agree to payment of all specified costs.

 Signature of Responsible Party Date

 Signature of Executive Director Date