



# Temple Israel Rental Agreement

477 Longwood Avenue  
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# ***We look forward to hosting your event at Temple Israel!***

Thank you for considering Temple Israel as a possible host for your event. Our Event Manager is happy to answer any questions you may have regarding our function spaces. Temple Israel has a variety of function spaces and can accommodate everything from light luncheons to full dinner and dance parties. We will be happy to walk you through the function spaces to discuss your options.

Once you have reserved a space, the Event Manager will work with you to help facilitate the day so that you can concentrate on what matters most, your event. Again, the staff at Temple Israel is looking forward to working with you to make your event a memorable occasion. Please feel free to discuss your event planning needs with the Event Manager by calling (617) 566-3960.

## TEMPLE ISRAEL'S RESPONSIBILITIES

1. Use of the kitchen is included in the price of renting space at Temple Israel. Only approved caterers and Temple Israel auxiliaries may cook in the Temple Israel kitchen.
2. Temple Israel has limited storage space. Please arrange for the receipt of deliveries with the Event Manager to ensure they can be accommodated. Deliveries of equipment, drinks, flowers, etc. must be arranged in advance with the Event Manager. Pick up of any items left behind following the event must be arranged before the event takes place.
3. Please be aware that Temple Israel does not provide ice for events.
4. Temple Israel kitchens are not kosher. However, no pork or shellfish is allowed. Please be aware that dishes containing these products can & will be removed from Temple Israel grounds at your expense.
5. Temple Israel-owned pianos, keyboards, and/or organs are not to be used or uncovered unless previous arrangements have been made for their use. Please be responsible for enforcing this policy with your guests and their children.
6. Video cameras are permitted during religious ceremonies but must be placed on a tripod in a location determined by the Events Manager and clergy. Video cameras must use ambient lighting only; no additional lighting devices are permitted. Hand held cameras are not permitted during the ceremony.
7. Temple assumes no responsibility or liability for any personal property.
8. Before the event Temple Israel staff will:
  - clean and prepare rooms,
  - accept **pre-arranged** deliveries and store supplies,
  - set up all tables and chairs belonging to Temple Israel according to floor plan outlined by person renting facilities.
9. During the event Temple Israel staff will:
  - attend to building maintenance problems if they occur,
  - staff our reception desk to meet & greet guests/accommodators and validate parking if it has been arranged for by person engaging facilities,
  - provide supervision of the kitchen by the Accommodator
10. After the event the Temple Israel staff will:
  - break down the set up of chairs and tables belonging to Temple Israel,
  - direct delivery person(s) in picking up rental returns.

## RENTER'S RESPONSIBILITIES

- 1) It is the responsibility of the renter to provide these rules and regulations to the caterers, florists, and decorators. Please note: Rules and regulations set forth for caterers, florists, and decorators also apply to Temple Israel members. (This includes the cleaning of rental spaces.)
- 2) Caterers and other service providers must supply **certificates of insurance naming Temple Israel as additional insured** and the certificates must be provided fourteen (14) business days prior the event.
- 3) All rental spaces must be left “broom clean” at the end of your event. Please make sure your vendors are aware of this policy. Please be aware that you will be charged additional cleaning fees if spaces are not thoroughly cleaned.
- 1) Absolutely no glitter, confetti, feather boas, glow/light sticks, or chewing gum are allowed.
- 2) All functions must conclude by midnight unless otherwise arranged with the Event Manager.
- 3) Votive candles, tapers, floating candles, candles enclosed in glass, or open flames, are not permitted unless a Fire Marshal is present, per fire code. There will be no exceptions to this rule.
- 4) Temple Israel is a non-smoking facility, therefore no smoking is allowed inside the Temple or outside on the Temple grounds by guests or caterers or caterer’s staff.
- 5) During religious ceremonies, there is no photography allowed, including Bar & Bat Mitzvahs and weddings. Please speak to Clergy if you have any questions. If you have arranged for a photography session at the Temple prior to your event, please alert the Event Manager and include the session time on your Calendar Request Form.
- 6) Renter will be held responsible for any damage incurred during the event. This includes damage done by members, guests, decorators, florists, and caterers.
- 7) The Temple’s safety standards require that all EXITS be free and accessible to egress at all times. Floral forms, hanging cloth, or decorations are not permitted to block or interfere with EXITS.
- 8) If A/V is part of your event, you must hire a Temple Israel approved technician to run all audio and/or visual programs. Our Event Manager will furnish you with a list of temple-approved audio and visual companies.

**TEMPLE ISRAEL  
SCHEDULE FOR ROOM RENTAL FEE, ADDITIONAL FEES, AND  
CANCELLATION POLICY**

**ROOM RENTAL FEE**

- 9.) **To ensure completion of your space reservation please provide the following:**
- a) In order to reserve space, A payment of 50% of the Room Rental Fee must be received with the remaining balance due 14 days prior to the event date.
  - b) A completed and signed *Rental Agreement* must be returned to the Event Manager at Temple Israel
  - c) A completed *Vendor's Agreement and Information & Guidelines* packet must be on file with the Event Manager fourteen (14) business days prior to your event.

**ADDITIONAL FEES**

**Cleaning Deposit, Security Personnel, and Equipment  
Security Deposit**

- 10.) **The following additional fees must be paid in full fourteen days prior to the event date:**

**A) Cleaning Deposit:**

**A Cleaning Deposit of \$500 will be collected and will go towards:**

- A charge of \$100 per hour for each hour the function exceeds the contracted time
- A minimum charge of \$100 if the caterer does not remove all trash with an additional charge of \$100 per hour for excessive clean up

*\*\*\*The deposit will be returned if not required to pay additionally assessed charges. Any additional charges incurred above the deposit are due and payable upon receipt of invoice.*

**B) Security Personnel:**

**Security personnel will be engaged according to the following schedule:**

**Beginning at 12:00 p.m. :** Bar/Bat Mitzvah Luncheons/Kiddush  
1 security person/3 hour minimum

**Evening Event:** Up to 100 persons: 1 security person/3 hour minimum  
For more than 100 persons, 2 security persons will be required/3 hour minimum

*\*\*\* This is in addition to security staff that we have already have onsite. The cost of security is \$40 per hour / per guard.*

### **C) Equipment Security Deposit and Equipment Damage Policy:**

In addition to an Equipment Usage Fee, the Renter is required to pay Temple Israel an Equipment Security Deposit of \$500.00 for renting equipment from Temple Israel from any of the following lists; **A List for Equipment Rental and Services , B List for Equipment Rental, and C List for Equipment Rental.** *The deposit will be returned if the Renter is not required to pay additionally assessed charges. Any additional charges incurred above the deposit are due and payable upon receipt of invoice. Additional assessed charges will include:*

- A charge of \$50 per hour for each hour the technician is asked to **exceed the contracted time**
- Loss or damage to the equipment and for its return in the same condition in which received

In the event of damage, loss, or destruction of any item of equipment, such equipment will be repaired either by Temple Israel or a repairer of Temple Israel's choosing. The Renter will be responsible to pay all costs associated with the repairs or replacement of the equipment. The renter will be liable to Temple Israel for all loss of or damage to the equipment and related expense incurred by Temple Israel, including any of the following circumstances; disappearance of equipment, neglect, misuse, or abuse of the equipment, and wrong application or use of the equipment in a manner other than it is designed for.

### **TEMPLE ISRAEL CANCELLATION POLICY**

- a) Any event cancelled (6) six months or more prior to the function date will receive a refund of the amount paid less a \$150 processing fee.
- b) NO refunds will be provided for events cancelled less than (6) six months prior to the function date unless Temple Israel is able to rebook the same space for the same date and time. If so, a \$150 processing fee will apply.