



Kulanu Center for Special Services Rental Program

For use of Kulanu Center located at 620 Central Ave., Cedarhurst, NY 11516

APPLICANT INFORMATION

Organization/Applicant: _____ Contact: _____
Address: _____ Cell Phone: _____
City/State/Zip Code: _____ Shul Affiliations: _____
Email: _____

How did you hear about us? Please Circle One:

(Friend) (Caterer) (Party Planner) (Attended Event at our Location) (Social Media) (Newspaper Ad)

RENTAL INFORMATION

Event Date: _____ Event Type: _____
Start Time: _____ End Time: _____ Number Guests expected by host: _____
Room/s: _____ Caterer/Party Planner: _____ Phone(s): _____

OFFICE USE ONLY

<u>Room Rate/Hr</u>	<u>Hours</u>	<u>Rental Fee</u>
Minimum Rental	up to 4	@ \$1,250.00 (includes tables, chairs, maintenance on premises)
Mandatory Security Guard	up to 5	@ \$350.00
Mandatory Coat Check	up to 5	@ \$250.00 (Mandatory during months of Sept. – May) (June-Aug. is weather dependent- determined week of event)
Davening in Classroom	up to 4	@ \$250.00 (Fits 50 people max)
Custodial Holiday Pay (Fed. Holiday/Weekend)		@ \$350.00
Overtime ½ hour increment		@ \$100.00
Sabbath Elevator Fee		@ \$100.00
Set Up/Knock down (No Caterer)		@ \$1,000.00 (floor plan must be submitted week before event, includes placement of tables and chairs, clean-up and garbage removal)

Additional Rental Items Available- MUST BE RESERVED 2 WEEKS PRIOR TO EVENT:

Siddurs: \$2.00/per: **Weekday Siddur** Qty: _____ **Shabbos Siddur/Chumash Combo** Qty: _____

Torah and Aron \$250: Yes _____ No _____ **Total Due: \$** _____

Total Room Rental: \$ _____ **Payment Received** \$ _____ **Date:** _____

Building Damage/Cleaning Deposit \$ 250 **Payment:** Cash Check Credit Card

Balance Rental: \$ _____ **+5% Credit Card:** _____ **Exp.** _____ **Cvv** _____

I HAVE READ AND UNDERSTAND THE POLICIES AND PROCEDURES OUTLINED IN THIS CONTRACT. ALL INFORMATION PROVIDED IS TRUE AND ACCURATE.

Signature of Applicant

Kulanu Representative

Date



Kulanu Center for Special Services Multi Purpose Room Rental Agreement

- ❖ Rentals are subject to approval by Kulanu's Special Events Coordinator. **Kulanu is NOT** a catering hall. Kulanu provides a beautiful blank space along with tables and chairs for host, caterer and party planner to decorate accordingly within the guidelines below.
- ❖ Rental fee of \$1,250 per use is based on events lasting up to 4 hours in length and includes an additional 3 consecutive hours prior to start time for set up and 1 ½ hours for clean up after the event. **If for any reason the renter needs more time to set up, there is an additional charge of \$50 per hour or part thereof.**
- ❖ **The building will be accessible for deliveries and set up during the following times:**
 - Thursday:** Vendors/hosts/caterers can drop off items the building between 4:00 pm & 5pm. **ABSOLUTLEY NO ADMITTANCE BEFORE 4PM, YOU WILL BE TURNED AWAY.**
 - Friday:** Vendors/hosts/caterers are **allowed** in the building **ONLY after 1:30 pm**, up until 4 pm. Vendors/hosts/caterers cannot setup/drop off items or be in the building until 1:30 pm. **You will be turned away.** This includes dropping items off.
 - Saturday:** Building will be open at 8am unless otherwise specified by the Special Events Coordinator
 - Sunday:** Vendors/hosts/caterers are allowed to set up 3 consecutive hours prior to party's start time. All items must be removed from premises at the end of event or will be subject to lose damage/cleaning deposit.
 - Monday & Tuesday:** Vendors/hosts/caterers can pickup items between 4pm and 5pm.
- ❖ **Vendors/caterers/hosts must coordinate the pickup of all items with the Special Events Coordinator 1 week prior to the event. Pickup must occur between 4pm & 5pm Monday and Tuesdays after your event.**
- ❖ **DECORATIONS:** All decorations shall be non-flammable and noncombustible and installed so as to not damage the premises. **ANY USE OF CONFETTI IS STRICTLY PROHIBITED.** All decorations must be completely removed and discarded by the Renter prior to leaving the event. **Any use of adhesives, tapes, staples, nails, thumbtacks, etc on the walls and or ceilings is prohibited. No decor can be installed or hung from the ceiling or on the walls. NOTHING EXISTING ON THE SURFACES OF THE BUILDING CAN BE REMOVED.**
- ❖ **LIGHTING:** **Lighting is prohibited on the ceiling – no exceptions.**
- ❖ Overtime rate of \$200 per hour in ½ hour increments, applies when events run into additional time. Multiple uses such as Friday night and Saturday morning are charged as two separate events but at a discounted rate of 10% for 2, 20% for 3 events.
- ❖ **If there is no caterer being used**, Renter agrees to a fee of \$1,000 for set up/knock down of tables and chairs, placement of tables and chairs, clean-up and garbage removal. **Floor Plan must be provided 1 week prior to event, otherwise all tables and chairs will be placed in the middle of the room for host to place.**
- ❖ Exits cannot be blocked and all fire and building code regulations apply. **Occupancy up to 250 people permitted.** Absolutely no one is allowed in other parts of the building during your event.
- ❖ Smoking, vaping, or any sort of drug use IS PROHIBITED in the building at all times.
- ❖ Alcoholic beverages including wine and beer, supplied by the Hosts or Caterer with appropriate license, is permitted for ceremonial purposes at Renters full risk of liability and may only be dispensed by an adult and only served to individuals above the age of 21. If Alcohol is served then Renter must provide KULANU with Certificate of Insurance with \$1 million liability limits naming KULANU and Kulanu Academy as an additional named insured.
- ❖ Any caterers or vendors providing services in the building must file a Certificate of Insurance in the appropriate form to the business office prior to the event.
- ❖ Our building is ADA equipped and handicapped accessible on all 3 levels. Elevator service is available on Sabbath mode for Sabbath or Jewish Holidays with 72 hours notice and at an additional fee of \$100 for each 4 hour event. **There is no Elevator fee for use during non-Sabbath/Holiday times.**
- ❖ Only foods purchased from, supplied or prepared by establishments under the VAAD of the Five Towns or other acceptable Orthodox Kashruth Supervision are permitted in the Building.

- ❖ Cleanup of the kitchen or staging areas including all parve, dairy and meat equipment, utensils and appliances must be kept separate and must be cleaned with strict adherence to Kosher standards and using Kosher cleaning products.
- ❖ **Leftover supplies, food and beverages must be removed from the premises at the end of the event** unless otherwise approved by the Special Events Coordinator. DO NOT DISPOSE OF GARBAGE IN THE SINK AS IT DOES NOT HAVE A DISPOSAL AND DO NOT POUR GREASE DOWN SINKS OR TOILETS. All garbage must be bagged in industrial 3 mil heavy duty garbage bags (supplied by CATERER), tied and placed in the appropriate areas outside the building for garbage disposal. **Double bags may be necessary for heavy weight items and liquids must be drained prior to bagging.**
- ❖ Renter agrees to be responsible for any damage done to the premises or its contents whether by a guest or employee of any Renter vendor used for the event.
- ❖ **Renter agrees to leave the premises in clean broom swept condition including hallways and stairs/landings.** _____ **Applicant Initial**
- ❖ **Renter is responsible to oversee the caterer and ensure the commercial kitchen is left in a clean, sanitary condition, kitchen safety checklist is complete and all tables and chairs are stored away.**
_____ **Applicant Initial**

I agree to all terms listed above _____ **Applicant Signature**

Payment and Reservation Terms & Conditions

- Payment: By personal, business checks, credit cards or cash. Returned checks are subject to a charge of \$50.00 plus all legal costs of collection, if any. Payment by credit cards incurs a 5% service fee.
- A Reserve the Date deposit in the amount of \$500 is required at signing. This deposit is credited against your final bill. The actual Rental fee is, determined by the length of the event, type of event and number of guests. A separate building damage deposit of \$250 is due 60 days prior to the event to secure the responsibilities of the Renter under the Rental Agreement Guidelines herein. All remaining rental or other fees shall be paid within 10 business days prior to the time of your event. The building damage deposit will be returned to you within 10 business days after your event.
- Provided there is no damage to the premises full refunds of security deposits will be made. Any damage **or clean up** costs incurred by KULANU to clean the premises repair any damages or replace lost or missing items will be deducted from the building damage deposit return. The obligation for any of these charges to the Renter, if any, is not limited to the amount of the building damage deposit. Kulanu is not obligated to, but may, pursue collection of any damage or loss payments from 3rd parties. Renter acknowledges full financial responsibility for any damage or loss to Kulanu as a result of the event.
- Based upon video review of your event, an extra maintenance fee may apply if premises requires significant clean up. This will be billed after your event.

Payment Schedule

	<u>Dates</u>
1) \$500.00 - Reserve the Date deposit will be required to hold reservation.	_____
2) \$250.00 – Building Damage Deposit (c/c on file) due 20 days prior to the event	_____
3) Full payment of rental is due 10 business days prior to event	_____

NOTE: A service fee of 5% applies for credit card payments

I agree to all terms listed above _____ **Applicant Signature**

_____ Kulanu Representative

Cancellation Terms of Contract

	<u>Dates</u>
1) If cancelled more than 120 days from event, \$100 cancellation charge	_____
2) If cancelled less than 120 days but more than 90, \$200 cancellation charge	_____
3) If cancelled less than 90 but more than 60, \$380 cancellation charge	_____
4) If cancelled less than 60 but more than 30, \$550 cancellation charge	_____

By initialing this page, I accept the above terms and conditions unless otherwise noted. _____ (Applicant) _____ (Date)

Rental Includes

Existing Tables
Existing Folding Chairs
Use of Multi-Purpose Room
Coordination of all logistics between vendors

Rental Does NOT Include

Moving tables from stage to MPR Floor by custodian
Set-up or Clean-up by Kulanu Custodian
Coat Check
Valet Parking
Decorating
Food or Beverage
Rabbinical Supervision
Music, Flowers or use of Torah, Chumashim, Etc.

Tables Available:

60" rounds – quantity 5 – seat 6-8 comfortably
72" rounds - quantity 17 – seat 8-10 comfortably
8' rectangular – quantity 13 – seat 8 - 10
6' rectangular – quantity 3
5' rectangular – quantity 2

Chairs Available:

170 grey padded folding chairs

We do not have a Mechitza

Any additional quantities or styles of tables/chairs are at Renters' expense

