



## **FACILITY USAGE GUIDE AND RENTAL AGREEMENT**

Thank you for choosing to hold your event at Beth El – The Beaches Synagogue. We hope this guide will assist you through your planning and preparation.

As you plan your event, please keep in mind that the Synagogue is primarily a place of worship, study, and community. We suggest that you be mindful of this while planning and holding your event.

Please call the office at 904-273-9100 with questions and concerns and know that we are here to assist you.

Jacquie Sinder  
Office Manager

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### **USE OF FACILITY:**

The Event may not impede or interfere with Beth El religious services, religious activities, or religious school. The reservation of the Event date will be final when the Renter is current with all financial obligations to Beth El as confirmed by our Treasurer, the Rental Agreement is signed by all parties, and any required deposits have been paid.

### **SAFETY/SECURITY:**

As safety is important, we ask that you do not block hallways and doorways. All exit doors must remain clear and unobstructed. Beth El does not permit smoking in the building.

Beth El will provide security during a Bar/Bat Mitzvah service; it is the renter's choice and responsibility thereafter. Please contact the Office Manager to request security for your event.

## **DECORUM:**

The Sanctuary is available for religious services and life cycle events. Beth El members in good standing will not be charged. Non-members will require approval from the Rabbi and Beth El President. No drinks or food may be taken into the Sanctuary.

The Renters will ensure that all persons using the facility in connection with the event will maintain proper decorum and reasonable standard of behavior consistent with a Synagogue event. All hired service providers and vendors must leave the facility clean.

## **DELIVERIES:**

All deliveries and removal must be arranged in advance with the Office Manager prior to the event, as storage space is limited. Food, flowers, and decorations may be delivered 1-2 days prior to the event and all removal must be immediately after the event or the next business day pending approval of Beth El. Friday deliveries and vendor set up must take place before 12PM.

## **PHOTOGRAPHY/VIDEOGRAPHY:**

Photographers and videographers are required to provide proof of liability and worker's compensation insurance at least 14 days prior to the event.

### **BAR/BAT MITZVAH:**

Photographs and videos are permitted beginning at 8:30AM and until 1/2 hour prior to the beginning of the worship services. No photographs or videos are permitted during the worship service. Please notify the Office Manager when the photographer will arrive and if you would like the Rabbi to attend.

### **WEDDING:**

Photographers and videographers must be appropriately dressed. They are not permitted to move or remove the microphone. Flash photography is not allowed during the service. Videos during the service may be taken from a fixed position in the back of the Sanctuary. Please notify the Office Manager when the photographer and/or videographer will arrive.

## **DECORATIONS:**

Only freestanding decorations are permitted. Decorations may not be attached to the walls, columns and ceilings. To maintaining safety and cleanliness we ask that confetti, glitter, tinsel, loose small objects (e.g. rice, M&M's, gel balls), glow devices (e.g. sticks, necklaces, bracelets) and smoke or fog machines not be used as part of the decorations. The Renter/decorator/caterer is responsible for the removal of these items. Balloons must be removed at the end of the event.

A Floor Plan Form must be completed and submitted to the Office Manager 14 days prior to the event. If the Floor Plan Form is not received by the due date we may not be able to fulfill your request.

## **FOOD/DRINK:**

### **KASHRUT POLICY:**

No event at Beth El may serve shellfish, pork products or mix dairy and meat in the same dish. Dairy foods are milk, cream, butter and cheese products. Eggs and fish (with scales) are not meat and may be mixed with dairy. Appetizers may include dairy OR meat, entrees/sides may include dairy OR meat, and desserts may include dairy, no matter what the main course is. If there are two menus (one to children and one to adult) each menu must be either dairy OR meat.

Foods served during Jewish holidays must comply with Beth El's observance as determined by the Rabbi.

### **CATERER:**

Caterers are required to provide proof of liability and worker's compensation insurance at least 14 days prior to the event.

Caterers must make final food/drink deliveries 1 hour prior to worship services beginning.

Major appliances are available to caterers. No other kitchen equipment or supplies are available.

Caterers are responsible for setting and clearing tables and washing platters, dishes, bowls, cups, and utensils. All items must be returned to their proper places at the conclusion of the event. Counters and equipment must be cleaned. All food must be removed from the kitchen after the event. Trash and garbage must be removed from the facility and taken to the dumpster after the event. Floors must be swept (as needed) after the event. The kitchen and room will be inspected immediately following the event and the cost of any additional cleaning will be added as per the Facility Fee Schedule.

### **BARTENDER:**

If the Renter is NOT serving alcohol, please complete and return the Facility Alcohol Acknowledgement form.

Proof of Host Liquor Liability Insurance, for \$1 million dollar coverage, and worker's compensation insurance are required at least 14 days prior to the event, if the Renter is serving any form of alcohol. Beth El requires that they be added

on as additional insured under our official name of Beth El – The Beaches Synagogue.

Bartenders must make final drink deliveries 1 hour prior to worship services beginning.

Alcoholic beverages are permitted, but they are to be served in moderation. The Renter is liable for the welfare of their guests.

**ENTERTAINMENT:**

Entertainment is required to provide proof of liability and worker’s compensation insurance at least 14 days prior to the event.

The Renter is responsible for advising the entertainment of the applicable restrictions (DECORUM and DECORATIONS). The music volume must be kept to a reasonable level during the Event.

The Renter is liable for the full costs (as determined by Beth El) of any loss, damage and equipment breakage to Beth El – The Beaches Synagogue physical property and equipment. The renter shall be responsible for and does hereby release, indemnify, and hold Beth El – The Beaches Synagogue, its officers, board, members, and employees harmless of all costs, damages, liabilities and expenses arising out of the Renter’s use of the facility for the event.

**Rental Agreement**

The “RENTAL AGREEMENT” is between Beth El – The Beaches Synagogue, Ponte Vedra Beach, Florida and \_\_\_\_\_ (Renter), for the use of the \_\_\_\_\_ (Room), located 288 N. Roscoe Blvd. Ponte Vedra Beach, FL 32082.

Beth El – The Beaches Synagogue will make available for the Renter’s use of the \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ (times) for the purpose of \_\_\_\_\_ (Event) on the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

The Renter will pay Beth El – The Beaches Synagogue a Facility Fee of \$\_\_\_\_\_.

- o 50% 30 days prior to Event
- o Balance 15 days prior to Event

The Renter will pay Beth El – The Beaches Synagogue a Security/Damage Deposit of \$500.

- o Due 15 days prior to Event

**Renter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Beth El Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_