

GLAZIER JEWISH CENTER HALL RENTAL
25 North State Street, Newtown, PA 18940
215-497-9925 / Fax 215-497-9929

Name: _____

Address: _____

Phone: (____) _____

Email: _____

Preferred Rental Date: ____/____/____

Number of People Expected: _____

Start Time: _____ **End Time:** _____ **Setup Time:** _____

Room (s) Requested: _____

If this contract is approved, the conditions and regulations stated in the attached Rental Guidelines (If additional forms apply) will be observed, and the person named above will assume all responsibility for honoring agreement, damages, loss, or other liability arising from the use of the facilities. Programs are not confirmed until deposit is received. ***Please sign and return this page, along with \$450.00 deposit.*** (\$200.00-non-refundable guarantee of reservation/ \$250.00- refundable security deposit).

Return this Agreement to the attention of RACHEL BLUMENTHAL. ***There is no refund on reserved space not used or cancelled within 10 days of a scheduled event.***

SIGN: _____ **DATE:** ____/____/____

Signature of this contract confirms acceptance of the terms stated in this agreement and the attached RENTAL POLICY.

*For questions and more information please contact Rachel Blumenthal at
rblumenthal@executiveleadersradio.com or by calling our office at 215-497-9966.

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Please check all that is applicable:

1. EVENT

- ☐ Bris
- ☐ Bar/Bat Mitzvah
- ☐ Wedding
- ☐ Shabbat Dinner
- ☐ Sheva Brachot
- ☐ Religious Service
 - ☐ Shabbat Morning
 - ☐ Havdalah
 - ☐ Sunday/Legal Holiday
- ☐ Lecture/Meeting
- ☐ Oneg Shabbat
- ☐ Other

2. HALLS/MISCELLANEOUS

- ☐ Pozez Social Hall (Large Room Upstairs)
- ☐ Multi-Purpose Room (Downstairs)
- ☐ Half of Multi-Purpose Room
- ☐ Classroom
- ☐ Microphone/CD, MP3 Player
 - To be heard in:
 - ☐ Social Hall
 - ☐ Lobby
- ☐ Multimedia
- ☐ Coatroom

3. CATERING

- ☐ Meat
- ☐ Dairy
- ☐ Not Applicable

3A. Who is Catering the Event?

- ☐ Off Premises Caterer
- ☐ Shoprite

Kosher Supervision by _____

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❑ Off Premises Caterer (***Mashgiach required to be provided by caterer***)

- ❑ Greenwald Caterer (732.370.8300 – Lakewood)
- ❑ Elite Caterers
- ❑ Holy Land Grill (215.783.2599)
- ❑ Signature Caterers (856.755.1277 – Cherry Hill)
- ❑ Prestige Caterers (718.464.8400 – NY)
- ❑ Foremost Caterers (201.664.2465 – NJ)
- ❑ Klapholz Caterers (215.886.8600)
- ❑ CBS Gourmet (215.938.0201)

❑ Bakeries

- ❑ Weiss Bakery (215-722-4506)
- ❑ Gelbstein's Bakery
- ❑ Greenwald Bakery (732-370-8300)

3. BUILDING ACCESS

Access to GJC is available on weekdays 9:30am – 4:30pm. If you need access to the Center for preparation of event, prior to the actual day of event, arrangements need to be made in advance with management.

Access on the day of the event will be made by building management.

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RENTAL FEES

For Events:

- ❑ Pozez Social Hall - \$1,150 includes Maintenance¹
- ❑ Multi Purpose Room - \$550 includes Maintenance¹
- ❑ Half Multi-Purpose Room - \$350 includes Maintenance¹
- ❑ Social Hall Kabbat Kiddush - \$550
- ❑ Classroom - \$100
- ❑ Wedding Package - \$1,300 includes Social Hall, Multi-Purpose Room, Kallah's Room, Yichud Room, Backyard for Chupah, Maintenance¹
- ❑ Chuppah Service Only - \$500 in Social Hall, includes Maintenance¹
- ❑ Rabbinical Service for Wedding - \$750
- ❑ Rabbinical Service for Bar Mitzvah - \$750 includes 12 week Heritage Course and weekly Tutoring
- ❑ Bat-Mitzvah - \$750 includes Bat Mitzvah Club Membership and 5 week tutoring

For Meetings and/or Lectures Usage:

- ❑ Pozez Social Hall - \$500 includes Maintenance¹
- ❑ Multi Purpose Room - \$200 includes Maintenance¹
- ❑ Classroom - \$100

10% discount for Kol Yisrael Shul members on the room rental. All events for Shul members which include the entire Shul membership are included in annual membership.

Additional Fees - All Rooms:

- ❑ \$5 per head for tables and chairs
- ❑ \$25 Microphone/CD, MP3 Player
- ❑ \$75 Multimedia Usage²

6. RENTAL AGREEMENT

Normal Rental Period – Rental of facilities is normally for a four (4) hour period. You may arrive for set-up the day of your event, first clearing with Coordinator that nothing else is planned. An additional two (2) hours for set-up and one (1) hour for clean-up are included in the fee, for a total of seven (7) hours. If additional set-up is needed, prior to day of event, you will be charged an additional fee of \$75.00 per hour.

Building Closing Time – All functions and activities must be over and all participants and service personnel must exit the premises by 11:00 p.m., unless other arrangements have been approved in advance by the Executive Director. Music Bands must stop their music by 10:00 p.m.

The Renter is responsible for insuring that nothing is affixed to any walls, furniture or other property of the Center without specific approval by the Executive Director. In addition, decorations, including florists' designs, balloon designs, candles, etc., must be removed from the premises at the conclusion of the event.

For a Shabbat event, all flowers, decorations, food and anything else to be used on Shabbat, must be delivered prior to the beginning of Shabbat on Friday.

Reservations are only considered to be final and binding upon signing the rental contract, upon receipt of the required deposit, and upon placement on the Center's master calendar.

If you would like the Coordinator to assist during the event – there will be an additional charge.

¹ Maintenance includes – cleaning of the premises before event, chair and table set up for event, sweeping and vacuuming after event. Anything else that is left is your and/or the caterers responsibility to clean up. ***Please do not leave your center pieces.***

² GJC will provide an attendant to handle the multimedia setup.
