

Hillel Academy Rental Contract

Date:

Client:

Event date:

Contact:

Number:

Reservations and Set-Up Policy

The client must contact Efrat Kagan at least 2 weeks prior to event to confirm their room reservation and to finalize the room set-up. The room rental includes the use of tables and chairs and their set-up and breakdown and booking fee. The client at his expense can rent additional tables and chairs if needed.

Maintenance

Directing the maintenance crew the day of the event will be the responsibility of the client. All areas used by the client are to be left as found, and all personal items must be removed. Additional rental items used for the event should be picked up by the following day. Any damages to Hillel property will be the responsibility of the client.

Deliveries and Safety

All deliveries must be confirmed in advance to ensure that the building is open and that there is available storage for items delivered. There will be no entertainment using fire or sparklers.

Fees and Payment

Payments must be paid in full 2 weeks prior to the function. Rental fees for the rooms are as follows:

Dining Room – one time use	\$ 250.00	_____
Shabbos Special (Fri. night + Shabbos day)	375.00	_____
Beis Medrash	60.00	_____

Cleaning

The client is responsible for leaving the kitchen as it was found. All items are to be cleaned, washed, and put away. If pots and baking pans are used, everything needs to be washed either by the client or caterer, or by hiring a dishwasher. Trash and leftover food are to be removed from the building immediately after the event and disposed of in the dumpster in the parking lot.

There is a fee for cleaning the kitchen and dining room after a client or caterer departs, this may include washing the floors, sinks, tables, chairs, countertops, cleaning ovens, refrigerator, and freezer.

The school custodian is required to be on the premises the entire time of the event.

Cleaning and custodian fee \$ 100.00 _____

Kitchen Rental Fees

If client plans to do his own cooking in kitchen:

kitchen rental for first 3 hours = \$ 75.00 _____
each additional hour = 20.00 _____

If a caterer is hired to cook in the Hillel kitchen:

caterer's fee for entire event = 300.00 _____

Kosher Supervision

One month prior to event the client must make arrangements for a Mashgiach by contacting Rabbi Yosef Itkin at 412-654-5007. The charge for this service will be determined by Rabbi Itkin.

Grand Total: _____

signature: _____ date: _____

Please note: Additional charges may be incurred for set-up and clean up in unusual circumstances where additional help must be hired.

