



Congregation Kol Shofar
215 Blackfield Drive
Tiburon, CA 94920
(415) 388-1818
FAX (415) 388-5423
www.kolshofar.org

Congregation Kol Shofar - RENTAL AGREEMENT

This shall constitute an agreement between Congregation Kol Shofar (CKS) and CKS Member _____ (Renter) for the rental of the:

- CKS Beit Am All rooms Room A Room B Room C
- CKS Beit Kneset
- Kitah Gedolah
- Other _____ (classrooms, kitchen, etc.)

in accordance with the requirements listed in the accompanying usage Facilities Rental Policies. As consideration of this scheduled rental, the Renter shall pay to CKS:

Rental Fee	\$ _____
CKS Custodial Staff	_____ @ \$35/hour
Refundable Security Deposit	\$500.00 (returned after event)

Total Fees = \$ _____

50% or total fee due to reserve space (refundable up to 6 months before event, less than 6 months 50% returned, less than 30 days no part of fee returned)
 \$ _____

Remaining Balance \$ _____ Due on: _____ (30 days prior)

Please provide your contacts for:

Caterer _____ Photographer _____
 (Must be on Kol Shofar's approved caterer's list)

DJ/Band _____

Other Vendors _____

China/Flatware/utensils must be provided by caterer in accordance with CKS's Kashrut policy.

Other Special Arrangements, equipment, or setups:

Alcoholic beverages are permitted only when authorized by CKS. If they are to be sold, the renter must obtain a one-day liquor license from the Alcoholic Beverage Control Center and provide a copy to CKS. A letter of authorization from CKS is required with the application.

- Alcoholic beverages will not be sold _____
- Alcoholic beverages will be sold _____

SECURITY/RESERVATION DEPOSIT: \$500 _____ Date paid: _____ This amount is required to hold the reservation and is refunded upon completion of event and return of facility and equipment in original condition. **If the rental is cancelled less than six months before the event CKS has the right to retain the full deposit. If it is cancelled more than six months before the event CKS may retain up to \$200 for administrative fees and will return the balance.**

BALANCE DUE: _____ Date paid: _____

The balance of the total is due and payable no less than one month prior to the date of the scheduled rental. Should the rental be cancelled by the renter within one month of the event, the entire security deposit and 50% of rental fee will not be refunded, unless the facility is rented to another party.

EVENT SPECIFICATIONS – see *Facilities Rental Policies* document for details and restrictions especially regarding times and maximum attendees per event.

Name of event: _____ Approx. attendance: _____

Event beginning date: _____ Event ending date: _____

Event times: Set up: _____ Start: _____ End: _____ Clean up: _____

Day time events that go over the scheduled end time are subject to an additional charge.

Our Conditional Use Permit (CUP) with the Town of Tiburon requires that the clean up of night time events be completely finished no more than one hour after end time of the event.

Contact person: _____ Phone: _____
Email _____
Address: _____
City: _____ State: _____ Zip: _____

As a condition of the scheduled rental, the renter hereby acknowledges that they have read and agree to abide by the rules, regulations and policies set forth in the accompanying usage Facilities Rental Policies and Kashrut and other Religious Policies documents.

PLEASE CHECK AND INITIAL EACH BOX BELOW TO ACKNOWLEDGE THAT YOU HAVE READ AND AGREE TO THE CONDITIONS IN THE:

- Facilities Rental Policies _____
- Kashrut (Kosher) & other Religious Policies _____

and further agree to provide adequate supervision for the activities associated this rental and assume full liability for any damage whatsoever inflicted upon the CKS facility and leave it in the exact same condition as was left to them upon start of the event, or CKS has the right to charge for additional clean up and maintenance beyond the security deposit. The Renter agrees to refer to CKS as *Congregation Kol Shofar* on any press releases, advertisements, flyers, posters or invitations. We reserve the right to preview any such materials prior to final printing or prior to distribution.

As a further condition of the scheduled rental, the Renter hereby agrees to protect and hold harmless CKS, its directors, officers, agents, servants, and employees from and against any and all liability and expense of any kind arising from injuries or damages sustained by persons or property real or personal, in, on, or about CKS facilities in the course thereof, and will provide a Certificate of Insurance as required by CKS which names Congregation Kol Shofar as additional insured. Please contact your insurance agent to determine whether your homeowners insurance provides this coverage or if you need to purchase specialty insurance for this event.

Acknowledge agreement to the terms and conditions contained herein by signing and returning this agreement.

Renter _____ Date _____

Congregation Kol Shofar _____ Date _____