



Facility Rental Rules & Regulations

Thank you for considering Chabad Jewish Center for your special occasion!

We have included guidelines that will make your time with us more meaningful and memorable. Please read these helpful tips. We will be happy to answer any questions you may have.

DECORATIONS & ROOM USE POLICY

- Do not move or remove any equipment such as artwork, brochures, etc from the lobby without permission.
- Tape, nails, staples, pushpins, etc., are not permitted on any of the Facility walls, ceilings, doors, or furniture.
- Smoke machines are prohibited (they WILL set off the fire alarm).
- Taper candles and any other fires are prohibited. Floating candles and LED lights are allowed.
- Balloons must always be secured properly and disposed of at the end of your event.
- Rice, confetti, and birdseed throwing, as well as silly string, are prohibited.
- No arts and crafts projects that include paint, glue or glitter may be used.
- Chocolate fondue and cotton candy is prohibited.
- Entrances, hallways, and fire exits must not be blocked at any time.
- For religious reasons, mixed dancing is not allowed in this Facility, please respect this policy.

CLEANING POLICY

The applicant and/or the party planner will be responsible for the removal of all equipment, balloons, supplies, personal items, displays, etc., immediately following the event (unless agreed upon beforehand).

Please make sure you discuss the removal of all food-related items with the caterer or any other contracted person for your event. No food may be left behind without permission from the Rabbi.

The facility must be left in the same condition in which it was rented. Any damage incurred by the applicant or any of the applicant's guests will be the sole responsibility of the applicant.



EVENT DELIVERIES

All deliveries should only be done through the loading zone/back door, and not through the front lobby. You, or your caterer/event planner must be on site to accept all deliveries. Office personnel are not authorized to sign for any deliveries unless previously arranged.

No amazon deliveries or other packages may be shipped to Chabad in advance of an event.

Chabad Jewish Center is not responsible for any items delivered early, not delivered properly, or left behind after the event.

INSURANCE

All outside vendors including caterers, rental companies, etc. must provide an Additional Insured listing for: Chabad Jewish Center | 11325 W Atlantic Blvd. Coral Springs, FL 33071

OTHER POLICIES

NO SMOKING is allowed in any of the rooms or entrances.

Children must be supervised at all times. Chabad staff is NOT responsible for unattended children.

Children must stay in your reserved area. The use of our Youth Lounge will incur an additional \$100 fee for the event. Chabad Jewish Center assumes no responsibility for any children.

BILLING INFORMATION

The applicant accepts full responsibility for the actions of all their guests and participants and is required to replace or reimburse Chabad Jewish Center for all damages to equipment and property and for all areas of the facility used by the group, including the restrooms.

The applicant will not be charged for normal food spills; however, this does not apply to other substances such as paint, taffy, or other staining/sticky substances spilled on the floor. The applicant will be billed for cleanup and/or replacement costs of floor damage due to these substances. The final billing statement will be sent via email.

All events must be fully paid for 7 days prior to the event.



Facility Rental Agreement

OUR FACILITY

The Chabad Jewish Center is an exquisite facility, with a combination of modern elegance and warmth that is sure to enhance your lifecycle celebration or family milestone.

Our banquet hall can host up to 200 people with banquet seating and 250 people with lecture seating.

TO RESERVE THE FACILITY

An application must be submitted to the office for all event registrations. Once an application has been received, your date request will be verified, and a confirmation will be emailed to you. All reservations are on a first-come, first-served basis.

A deposit is required to confirm the date of your event. Your date is NOT considered confirmed until the deposit has been received by Chabad.

DEPOSIT

A \$500 non-refundable deposit is needed to hold any date. It must be received with this application to secure the desired date of your event. Acceptable payment methods are check, Zelle, PayPal, or cash. If you wish to pay by credit card, a 3% processing fee will be applied.

SECURITY DEPOSIT

A \$500 refundable security deposit is needed for any event. If the damage exceeds the amount of the security deposit, the person listed on the contract is financially responsible for paying the difference. A credit card needs to be provided for the security deposit.

CANCELLATION POLICY

If it becomes necessary to cancel an event, it must be cancelled more than 30 days in advance of the event. A reservation that is cancelled within the 30-day period will result in a cancellation fee equal to half of the event total. Written cancellation is required.

PARKING

All space rentals include the use of our parking facilities and the medical plaza behind Chabad.

ADVANCE PREP TIME

Caterers and party prep can begin six hours in advance of event time. For additional time, or to arrange drop-offs earlier, please contact us for availability.

To set up the night before a non-morning event, or for drop-off or pick-up not on the day of the event, there may be an additional \$100 fee.



HALL RENTAL FEES

All hall-rentals include round or square tables, banquet chairs and cleaning.

Sanctuary 2-Hour Event (3,300 sq. ft. – can seat 200 people around tables or 250 lecture style)

- Non-Members – \$1,150.00
- Members & Non-Profit Organizations – \$800.00

Sanctuary 4-Hour Event

- Non-Members – \$2,000.00
- Members & Non-Profit Organizations – \$1,500.00

Sanctuary 6-Hour Event

- Non-Members – \$2,500.00
- Members & Non-Profit Organizations – \$2,000.00

Social Hall 2-Hour Event (1,400 sq. ft. – can seat 100 people)

- Non-Members – \$800.00
- Members & Non-Profit Organizations – \$600.00

Social Hall 3-Hour Event (1,400 sq. ft. – can seat 100 people)

- Non-Members – \$1,000.00
- Members & Non-Profit Organizations – \$750.00

Daily Chapel (770 sq. ft. Seats 40 people for dinner, 60 theatre style)

- Non-Members – \$500.00
- Members & Non-Profit Organizations – \$250.00

Kitchen (ORB Certified) – \$500.00

(Pre-approved Caterers have access to our kitchen, this fee is not applicable to them.)

Conference Room – \$50.00 *(Ideal for a Yichud Room, or private Family Room)*



EVENT PACKAGES

2-Hour Morning Breakfast Package Number of Guests: _____

4-Hour Evening Event Package Number of Guests: _____

Event Package Total Price: _____

ADD ONS

Sound System – \$500.00 *(Includes two high-quality stack speakers with subwoofers and mic. You just need to plug in your laptop, tablet etc. and whatever music you choose will play.)*

TV Screens – \$300.00 *(Two 65" flat TV screens with HDMI splitter to play simultaneously)*

Security Guard (4-Hour Minimum) – \$40.00 per hour

Mashgiach Fee – \$250.00 *(For a standard four-hour shift.)*

Event Coordinator – \$250.00 *(Dedicated liaison for all pre-event logistics and coordination, and an onsite staff member available throughout setup and event.)*

Bathroom Attendant – \$100.00

Black Laminate Bar – \$100.00

Round Tables Bar-Top Tables – \$5.00 per table.

LED Candle Centerpieces – \$25.00 per table.

APPROVED FOOD & CATERERS

As a strictly Kosher facility, only food prepared in a certified ORB Kosher establishment may be brought into Chabad, regardless of the type of event. Homemade food is not allowed under any circumstances.

Chabad has a pre-approved list of insured caterers that we have worked with many times and are familiar with our facility capacities and requirements. For any sit-down dinner event you can choose any caterer from the list you prefer.

If you want to use an ORB certified caterer not from the list, or you want to do a “drop-off” event where no caterer will be overseeing the event, there may be a mandatory Kitchen and/or Mashgiach Fee (see above).



AGREEMENT

I agree to pay \$500 non-refundable deposit to hold the date.

I agree to pay the deposit and rental fees by check, Zelle, PayPal, or cash. I understand that if I wish to use a credit card, a 3% processing fee applies.

I agree to respect both the physical property as well as the spiritual sanctity of the Chabad Jewish Center in the planning and the decorum of the event.

I hereby agree that I have read and agree to all the terms and conditions of the Chabad Jewish Center Rules & Regulations, and that this event will comply with all Florida State regulations.

Renter Signature: _____ **Date:** _____

PERSONAL INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone Number: _____

EVENT INFORMATION

Type of Event: _____

Date of Event: _____ Time of Event: _____

Amount of People Expected: _____

Caterer: _____

Party Planner: _____



CREDIT CARD INFORMATION

Name on Card: _____

Credit Card Number: _____

Expiration Date: _____ Credit Card Type: _____

Billing Address: _____



Preferred Vendor List

CATERING:

| | | | |
|-------------------|-------------------|--------------|---------------------------|
| Nissen's Catering | Nissen Pezner | 347-291-7312 | nissenscatering@gmail.com |
| Chaim's Events | Chaim Hackner | 646-523-1603 | |
| KosherMet | Shaul Silverstein | 917-865-9981 | koshermet1@gmail.com |

PHOTOGRAPHY:

| | | | |
|-----------------------------|-----------------|--------------|------------------------------|
| SeeVan Photography | Sivan Itelman | 954-729-9267 | seevaan@gmail.com |
| Serraf Studio | Menachem Serraf | 561-961-9713 | info@serrafstudio.com |
| David Levi Photography | Dovid Levy | 305-331-6903 | davidlevi@gmail.com |
| Picture Perfect Photography | Rivka Behar | 305-450-3455 | rbpictureperfect55@gmail.com |

MUSIC:

| | | | |
|-------------------|------------------|--------------|--|
| Music by Mendy | Mendy Felberman | 631-532-8240 | Mendy466@gmail.com |
| Sholom Lieberman | | 310-920-0748 | |
| Yisroel Amar | | 786-915-1878 | |
| Choni Productions | Choni Teitelbaum | 954-507-0594 | office@titleventsfl.com |
| DJ David Ania | David Ania | 561-531-4601 | soundconnectionfl@gmail.com |

PARTY RENTALS:

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|--------------------|--------------|--------------|---------------------|
| Bash Party Rentals | Mendy Dalfin | 954-997-2251 | bashpartyrental.com |
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BALLOONS:

| | | | |
|------------|-------------|--------------|----------------------|
| Blow it Up | Rivka Behar | 305-450-3455 | blowitupco@gmail.com |
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