Thank you for considering hiring one of the halls at Edgware Adath Yisroel Congregation (EAYC) for your event. I enclose:

* Information about the venue
* Answers to frequently asked questions
* Event Booking form
* The shul’s Standard Terms for Use.

If you wish to book the venue, please read the documents carefully and return the signed booking form.

By signing the event booking form you are agreeing to the Standard Terms of Use.

Please note that the hall hire rates on bookings taken more than 12 months in advance of an event are subject to change. Any changes will be communicated 12 months before an event. Bookings taken within 12 months of an event will reflect the hire rates in this document.

Once we have received your booking form and deposit, the shul will send you a letter confirming your booking and will provide contact details for the designated event manager. The shul’s event manager will be in contact with you to discuss and confirm your arrangements.

If you have any questions, please contact me on admin@eayc.org or 07464 675 018.

Yours sincerely

**Simcha Vegoda**

Office Manager**EAYC Hall Hire**

EAYC has two halls which can be hired – the Jacqueline Donoff Hall and the Main Davening Area. Both halls benefit from air conditioning. The halls are flooded with natural light and can be set-up to meet many requirements, including receptions, luncheons and seminars.

Room seating capacity: JD Hall - 120. Main Shul – 120. Please note mixed dancing is not permitted.

The halls are available for hire at weekends and during nursery holidays.

The hire costs are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event Type** | **Main Shul** | | **JD Hall** | |
| **Member** | **Non-Member** | **Member** | **Non-Member** |
| Dining (lunch or dinner) | 650 | 850 | 350 | 600 |
| Bris reception/meal | 250 | 375 | 175 | 300 |
| Shabbat lunch/dinner | n/a | n/a | 250 | 350 |
| Shabbat lunch + motzei Shabbat Havdalah/meal |  |  | 400 | 650 |
| Chupa (this is specifically for the ceremony and brides room, not for the hire of the hall for refreshments) | 150 | 350 | n/a | n/a |
| Hall hire for tea/reception/engagement | n/a | n/a | 200 | 300 |

Registered charity discount is 20% off the above non-member rate.

Founding members receive 33% reduction off the member hall hire rate.

The hall hire rate includes post-event cleaning and chairs/tables. Additional charges for security, caretaker and Shomer apply.

* The prices include cleaning
* A refundable deposit of £150 is required to cover breakages and damage to EAYC property
* Kitchen crockery can be hired at an additional cost of £25.00
* Velvet tablecloths can be hired at a charge of £5.00 per tablecloth.
* Prices exclude the following which are charged at an hourly rate:
  + Security: £23.40 per hour (minimum of 4 hours)
  + Shomer: £20 per hour
  + Caretaker: £20 per hour
  + Note that the above costs on a Bank Holiday may increase

**Catering**

* EAYC hall has a fully functional kosher kitchen. The kitchen can only be used for by Kedassia, London Beth Din and Federation Beth Din caterers.
* A *shomer* is required for every function where the kitchen is being used. EAYC will book a shomer for “take-away” events and for events where a caterer’s shomer is not present.

**Making a booking**

The following procedure should be used when making a venue booking:

1. Contact the EAYC office to discuss your arrangements, check availability and visit the site.
2. Complete and return the event booking form together with the deposit. By signing the event booking form you are agreeing to the Standard Terms of Use.
3. The shul will send you a letter confirming your booking. The letter contains contact details for the designated event manager. The shul’s event manager will be in contact with you to discuss and confirm your arrangements.

**Room configuration options**

The halls can be used flexibly and allow a range of different configuration options.

|  |  |  |
| --- | --- | --- |
|  | Jacqueline Donoff Hall | Main Davening Area |
| Room size | 12m x 11m | 19m x 7m |
| Banquet Style (round tables) | 120 people | 120 people |
| Reception without tables | 250 people | n/a\* |
| Reception with 6 rectangular tables | 200 people | n/a\* |
| Theatre Style - Spacious Rows | 150 people | 150 people |

\* Note: No standing receptions can be held in the Main Davening Area

**Classic Banquet Style Banquet Style Theatre Style**

Stage

For a reception, there are multiple configurations of tables:

Wall

Service isle

Service Area

**Frequently Asked Questions**

**What is provided with my booking?**

The following is included in the venue hire rate:

* Air conditioning
* Rectangular trestle tables, banquet chairs
* Use of kitchen
* Cleaning of the hall and site after the event

**What security is provided?**

On the basis of your event, EAYC will decide what security provision is required. Security personnel will be on-site throughout your event. Costs for one security guard are in addition to the hall hire costs which is £23.40 per hour (minimum 4 hours) on weekdays and on weekends. The provision of a security guard is non-negotiable.

**What are the parking arrangements for the site?**

EAYC has a very small car park which can be used by approximately 3 cars. You can use this space as you require. There is a large amount of on-street parking in the area. Note that there are weekday parking restrictions on some roads until 6.30pm.

## What are the halachic considerations when hiring the halls?

* Rabbi Lieberman has last word on the acceptable use of the hall and kitchen
* All dancing must be separate, with mechitza
* Certain foods can be heated in the hot cupboard but all must be in place before Shabbat and the hot cupboard must opened and closed by non Jewish staff.

**What are the kashrus arrangements?**

* EAYC hall has a fully functional kosher kitchen. The kitchen can only be used by Kedassia, London Beth Din and Federation Beth Din caterers
* All food brought on premises must be sealed, with a kashrut seal/stamp/certificate from an approved authority (Kedassia/Federation/London Beth Din).
* A shomer is required for any event where the EAYC kitchen is used. The Shomer must be on site from when food arrives, and throughout preparation and use of kitchen until the end of the period when the kitchen is not being used. An approved shomer is required for EAYC events. The Shomer has the right to refuse any food or wine that is brought in. If unsure regarding foreign hechsherim on pre-bought food – please check with Rabbi Lieberman well in advance of the event.
* All wine must be mevushal
* No used cutlery/glasses/ crockery may be brought in, including from a gemach, unless supplied by a caterer who is delivering a whole event and has their own shomer.
* If you are catering a meaty meal, all milky surfaces in the kitchen must be covered with covers supplied by EAYC.
* The EAYC kitchen equipment may only be used under the supervision of the EAYC shomer – not by external, approved caterers.
* An approved external shomer is required to cover all surfaces in the kitchen and provide all their own cooking equipment.
* Your caterers may use the oven, cooker, fridge, freezer, hotplate and sinks.
* Kitchen – to be left in same condition as found; shomer to check before they leave.
* Caterers can bring their own or hired equipment (koshered by them) to the site.

**Where can I find waitresses that can assist with my event?**

We can recommend Maureen 020 8882 2183 / 07718 594480 who has worked in the shul on many occasions

**What are the dimensions of the halls>**

* Jacqueline Donoff: 12m x 11m
* Main Davening Area: 19m x 7m

**Does my caterer need to clean the kitchen?**

Yes. Your caterer is expected to leave the kitchen and all equipment in the manner and condition it was found. EAYC cleaners will only clean the hall/site. All rubbish must be in appropriate bins outside - please use recycling bins where appropriate.

**Table cloths**

Clients can hire rectangular tablecloths in the following colours available. The number indicates the quantity that can be hired. Navy (13), Cream (27), white (10), turquoise (14), orange (13), black (24), purple (36), grey (12) and pink (12). Tablecloth hire is £5 per tablecloth and includes us laundering the dirty tablecloths after your event.

**Use of Main Davening Area**

It is not possible to hold stand-up receptions in the Main Davening Area.

**When can I gain access to the halls?**

It is not possible to access the hall/kitchen while the EAYC nursery is operational. Access on a Friday is after the nursery finishes – seasonal times to be confirmed by event manager. General access should be organised through the event manager.

**What are the site access times for delivery to the site?**

Should clients require delivery of any items for their event, arrangement can be made with the shul for delivery during the day. This should be arranged with the event manager. Storage of items in the shul before and after the event should be discussed with the event manager

**Who sets up the room?**

It is the responsibility of the client and caterer to set-up the hall as requested by the client. Please contact the event manager should assistance be required by hiring a shlepper. At the end of the event, it is the responsibility of the caterer to break-down the tables and to stack chairs in tens.

**What fridges**

EAYC has a number of fridges that can be used.

* Fridge in Kitchen. On Shabbat much of the fridge is used for other kiddushim.
* 2 x fridge in Nursery storeroom - 5 shelves each.
* Freezer in Nursery storeroom.

**Can the notice boards in the foyer area be covered?**

No, this is not possible.

**Is there a First Aider onsite?**

No. EAYC does not provide a first aider.

**Can you Smoke on site?**

The site operates a no smoking policy within and outside the building. As a public building the shul could be subject to a £10,000 fine. Any fines will be passed to the client.

**Can EAYC provide mechitzas?**

No. Mechitzas can be hired from Mr Herzog (07973 114961) or Rafi Pinnick (020 8458 5758)

**I have a disabled guest where can they park?**

Access is available in the shul car park. Please confirm this in advance of the event to ensure space is available.

**How are damages defined?**

The site experiences wear and tear during private functions. However, items that are specifically broken or damaged as a result of activity at an event are charged to the client. A site inspection takes place before and after to every event.

**Can I bring in a smoke machine or similar?**

The hirer is not allowed to bring in any machinery which could trigger the smoke detectors.

**Can you use candles on the tables?**

Yes, but not excessive use

**What time must my event finish by?**

All events must finish by 11pm. Clearing-up can take place after this time. Since EAYC is located in a residential street, we request that attendees leave the site quietly.

**EAYC Hall Hire Booking Form**

|  |  |
| --- | --- |
| **Hirer name(s)** |  |
| **Address of hirer** |  |
| **Postcode** |  |
| **Telephone Number(s)** |  |
|  |
| **Email address** |  |
| **Date(s) of the Event** |  |
| **Purpose of the Event** |  |
| **Approx No. Guests** |  |
| **Which Hall is Required: (delete as req)** |  |
| **Name of Caterer (if known)** |  |
| **Kashrut Authority** |  |
| **Use of Kitchen (Meat/parev only)** |  |
| **Will you wish to use EAYC equipment e.g. plates, glasses, disposables, etc** |  |
| **Will you wish to use EAYC tablecloths? If so, which colour and quantity?** |  |
|  |  |
| **Timing** |  |
| Function start time |  |
| Function end time (no later than 11pm) |  |
| From what time will access be required? |  |
| Until what time after the event will access be required? |  |

**You are advised to visit the Hall before you submit your application for hire. You should not assume that equipment in the Hall when you make your visit will be available for hire. You are advised to obtain insurance cover in the event of cancellation.**

|  |  |
| --- | --- |
| **For Admin Use** |  |
| **Reservation Number** |  |

o I apply for the use of the Jacqueline Donoff ] on the date and times set out above and for the specified purpose. I agree to pay the hall hire costs including caretaker, security and shomer costs (where applicable).

 **I enclose a deposit (the Deposit) of £150 made payable to *EAYC*. If the hire is cancelled with less than twelve months’ notice in writing, the Deposit will be forfeited.** The cost of any breakages will in the first instance be deducted from this Deposit. Either the whole of the Deposit (if there are no such costs) or the balance (if any) after the deduction of such costs will be refunded to the Hirer within 21 days after the date of the Event. EAYC reserves the right to recover any costs in excess of the Deposit from the Hirer.

 I understand the cancellation policy.

 I understand that this application does not constitute an agreement on the part of EAYC to hire the premises and that until I have received an agreement signed by the Administrator no advertising or any other activity relating to the hire may take place.

 In addition to the Deposit, I will pay the total cost of the hire at least 14 days before the date of the hire.

 I confirm that all food and drink brought onto site, whether by a caterer or the hirer or anyone else, shall be kosher according to the standards of a recognised orthodox kashrus authority to be approved by the EAYC in its absolute discretion and each and every function or event of any kind shall be supervised by a shomer of such a kashrut authority or by one supplied by EAYC.

 I will ensure that at least 7 days prior to the date when the hire takes place, I will deliver to EAYC

* the form annexed to this agreement marked ‘Form 3’ duly signed by my caterer together with the requested documentation. I will be responsible for any loss, damage and expense incurred by EAYC ensuing out of any breach by the caterer of its obligations set out in that form.
* copies of third party liability insurance for other third parties who may be working at EAYC for the event, such as bands, photographers, videographers, etc.

 I confirm that I have read, and will be bound by, the Standard Terms for Use.

SIGNED by

Print Name

Date

**STANDARD TERMS FOR USE OF EDGWARE ADATH YISROEL CONGREGATION**

1. These Standard Terms of Use apply to the Hall Hire Booking Form to which they are attached (“Booking Form”) and are between EAYC and the person identified in the Booking Form (“The Hirer”).

2. EAYC will afford The Hirer the use of the banqueting facilities consisting of the particular hall, kitchens and adjacent toilets at EAYC for the purposes of hosting the event (the "Event") specified in the Booking Form together with any other equipment or facilities identified in the Booking Form during the period specified in the Booking Form. Neither the Hirer nor any of the Hirer’s guests, contractors or agents shall enter any other part of the site at 265 Hale Lane, HA8 (“the Premises”) except those parts which afford access from the main entrance to the banqueting facilities. Access to the Premises for The Hirer and The Hirer’s guests, contractors or agents will be by the main entrance to the Premises and the entrance to the kitchens.

3. The Hirer will pay the amounts specified in and/or calculated in accordance with the Booking Form together with VAT, where applicable, not less than 14 days prior to the date of hire.

4. The Hirer agrees that the maximum number of people who may be entertained will not exceed 120 seated and 250 standing (excluding staff) for the Jacqueline Donoff hall; 120 seated and 250 standing for the main davening area.

5. The Premises is a no smoking venue. The Hirer and The Hirer’s guests, contractors and agents will comply with this restriction and any other directions given by EAYC in connection with The Hirer’s use of the banqueting facilities including any procedures in relation to the evacuation of the Premises.

6. The Hirer will indemnify EAYC for any loss or damage or liability caused by The Hirer or any of the persons using the banqueting facilities as The Hirer’s guests, contractors or agents.

7. The Hirer agrees:

1. to use the Premises only for the purpose of staging the Event;
2. not to use the Premises or any part of it for any activities which are dangerous, offensive, noxious, illegal or immoral or which are or may become a nuisance to EAYC or the owner or occupier of any neighbouring property;
3. not to do anything which might invalidate any insurance maintained by EAYC in respect of the Premises or which might increase the insurance premium payable for the Premises;
4. not to bring on to the Premises or any part of it any animals;
5. to observe all relevant laws, statutes and regulations relating to the use of the Premises for staging the Event;
6. to pay to EAYC the cost of making good all damage to the Premises, its fixtures, fittings and contents caused by the Event or anyone attending it or working in the Premises;
7. to ensure that the Event takes place during the period specified in the Booking Form and to ensure that all guests, contractors and agents have left the Premises by the end of such period;

8. If by reason of any event beyond EAYC’s control EAYC is or anticipates that it will be prevented or hindered from fulfilling the substance of its obligations under this Agreement then EAYC shall ensure that The Hirer is aware of the occurrence of any such event and EAYC or The Hirer shall be entitled at any time after such notification to cancel this Agreement by notice in writing. In the event of any such cancellation EAYC shall be under no liability for any loss which The Hirer may sustain in consequence of any such cancellation. EAYC may also suspend, control or cancel the Event where, in EAYC’s reasonable opinion, any situation or action or event occurs which may constitute a danger to public safety including the safety of the persons present at the Event and any such circumstances shall be regarded as being matters outside EAYC’s control for the purposes of this clause.

9. The benefit of this Agreement is personal to The Hirer and The Hirer shall not be entitled to assign, dispose of or deal with the benefit of this Agreement.

10. EAYC will not provide first aid or medical equipment and the Hirer is solely responsible for ensuring that there is on site such equipment as is adequate and appropriate for the activities that are to be carried out at EAYC during the course of the period of hire.

11. EAYC shall at all times have the right to:

1. prevent access to or to remove from the Premises any person or persons acting in a way which, in EAYC’ reasonable opinion, may cause a breach of the peace or may be considered to be harmful, undesirable or offensive or whose attire is considered by EAYC as objectionable or offensive; and
2. prevent access to or remove from the Premises any person who in EAYC’ opinion or that of its security officers either unreasonably refuses to permit himself and his possessions to be searched on entering the Premises or poses a security risk or who infringes the terms of this Agreement.

12. At the expiration of the hiring, The Hirer shall leave the Premises in a clean and orderly state. The Hirer shall be liable and shall be invoiced for any additional cleaning to any part of the Premises (including the kitchens) that is required as a result of the Event.

13. All the property of the Hirer and the Hirer’s guests, contractors and agents must be removed at the end of the hiring unless special arrangements are made. EAYC can accept no responsibility for any property left by the Hirer or the Hirer’s guests, contractors and agents on the Premises.

14. The Hirer and the Hirer’s guests, contractors and agents must all vacate the Premises together with all their property and equipment no later than one and a half hours after the function end time specified in the booking form. In the event of later vacation of the Premises, the Hirer shall be liable to pay an additional hire charge of £250 per hour or part of any hour which represents additional cleaning, caretaking and security costs as well as a sum calculated to compensate EAYC for the disruption caused by the late vacation.

15. The means of escape provided for all persons on the premises shall be maintained, unobstructed and immediately available.

16. No variation to this agreement shall be effective unless in writing and signed on behalf of EAYC and the Hirer. These terms of use shall prevail over any standard conditions which might otherwise apply.

17. Any waiver, breach, declaration of invalidity of any of these terms of use does not constitute waiver, breach or invalidity of any of the other terms which shall continue to apply in full force and affect.

**Caterer form**

This form is to be completed by the caterer and returned to EAYC at least 7 days prior to the date when the hire takes place. The Hirer is responsible for any loss, damage and expense incurred by EAYC ensuing out of any breach by the caterer of its obligations set out in this form.

Date of hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ [name of caterer] have inspected the kitchen and agree to leave it clean & tidy.

I will:

* clean the kitchen after use, and leave it in a high standard of hygiene.
* wash & sanitise all work surfaces.
* wipe out & sanitise the fridge and freezer.
* clean the cooker tops & ovens.
* leave the dish washing area clean & tidy.
* sweep all floors of debris and mop clean.
* supply all my own cleaning materials.
* NOT use any of the EAYC utensils, chopping boards etc /plates cutlery & crockery but will supply my own.

I confirm that any electrical equipment I will bring into the kitchen has been PAT tested within the last year.

I confirm all equipment in the kitchen is in good working order.

I enclose the following documents;

* Third party liability insurance
* All relevant health and safety documentation
* Risk assessments and method statements for all activities undertaken
* Copy of kashrus license

Signed by Caterer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Caterer (block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by Hirer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Hirer (block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_