



WHC Rental Conditions Agreement

WHC will provide the following services:

- A WHC staff member will open the venue 3 hours prior to the event start time. Extra setup time can be requested at \$350 per hour.
- Client will have access to all the furniture included in the rental fee. Please see attached inventory of furniture list. **Setup of the furniture will be the responsibility of the client or the vendors working this event.*
- Use of the kitchen appliances, ice machine, counter tops, walk-in refrigerator and freezer. **The use of the dishwasher is not included and cannot be used at any time.*
- Cleaning and stocking of restrooms and common areas during the event.
- Rent includes one (1) uniformed Montgomery County Police officer for the entire event. This is mandatory.
- A WHC manager will be on site during the setup, event and breakdown.
- WHC will be responsible to place all the furniture back in the storage, final vacuuming and deep cleaning of the kitchen and bathrooms.

Renter will be responsible for the following tasks:

- Provide Copy of Liability insurance of all vendors working the event.
- Provide names and contact of all the vendors serving the event.
- Provide a final floor plan to the manager for approval two weeks prior to the event.
- Set up all the furniture as needed with the approval of WHC.
- Provide tablecloths for all the tables including bars, buffet, DJ table, cake, gift table etc.
- All decorations by the renter. No decorations to be affixed to any of WHC walls or fixtures.
- The catering company working the event will be responsible to do a basic cleaning of the kitchen and remove all the trash from the kitchen and social hall during and at the end of the event. WHC will provide trash cans and liners.
- At the end of the event, the client and vendors will have one (1) hour to remove all decorations, equipment, rentals, food, etc. No storage on site after the event.
- A renter's representative must do a final walk-through with the manager before leaving the venue.

WHC General Rules

1. No alcohol may be sold without first obtaining the required temporary licenses from the Montgomery County Board of License Commissioner Department of Liquor Control.
2. Washington Hebrew Congregation reserves the right to close all bars should a Temple manager deem it necessary to protect the facilities and/or safeguard individuals.
3. No underage drinking will be allowed at any time. Bartender(s) will be allowed to ask for ID.
4. Guests are not permitted to carry drinks, open cans, or bottles outside of the building.
5. Bartender(s), who will have the appropriate licenses as required by law, will be professional and obey all laws pertaining to the serving of alcoholic beverages.
6. Bars must be attended at all times; free-pouring is not allowed.
7. Shellfish and pork products are prohibited at all WHC facilities.
8. No leavened bread or other prohibited foods may be served during Passover.
9. The Julia Bindeman Suburban Center is a nut-free building.
10. In Montgomery County, Chapter 31B of the County Code has a sound volume limit of 65db (A) maximum for daytime and 55bd (A) for evenings. When entering or departing the facility, music, shouting, or loud voices outside the building is not permitted.
11. Facilities and equipment must be left in good condition. Event hosts and their vendors must comply with all local, state and federal laws.
12. Smoking is not permitted on the JBSC campus.
13. The individual or the organization utilizing a WHC venue is fully responsible for all loss or damage to the property during an event. The responsible individual/organization expressly release Washington Hebrew Congregation from any liability for theft, damage, or injury associated with the event.
14. Washington Hebrew Congregation requires proof of insurance for general liability coverage of \$1 million for your event.
15. It is the responsibility of the individual signing the contract to inform all vendors, including the event planner, caterer, DJ, etc., of rules and regulations regarding the use of Washington Hebrew Congregation facilities.
16. No open fire or fireworks are permitted at the JBSC campus.
17. Only catering staff will be allowed in the kitchen. Guests, Family or Friends will not be permitted in the kitchen.
18. Fog/cloud machines are allowed as long as they are water-base. Cold sparks are allowed as well. Confetti is not permitted.

WHC Personnel for Private Event

WHC Manager

- Meet with renter for a one-time venue site visit for up to 30 min. Please note that multiple site visits will not be permitted.
- One planning meeting with renter up to 60 minutes 2 or 3 weeks before the event date.
- Provide venue access to vendors on event day.
- Make sure all electrical/mechanical and A/V equipment are operational.
- Oversee all facilities related issues including security and all common areas cleanliness.
- WHC manager will be present and available during the entire event.

Security Officer

- WHC will schedule one uniformed Montgomery County Police officer with marked squad car to cover the event.
- The officer will stay vigilant and monitor occupancy while ensuring we follow all local and Federal laws.

Custodial Staff

- WHC will schedule one custodial staff to continually check the restrooms and maintain clean all common areas during the event.

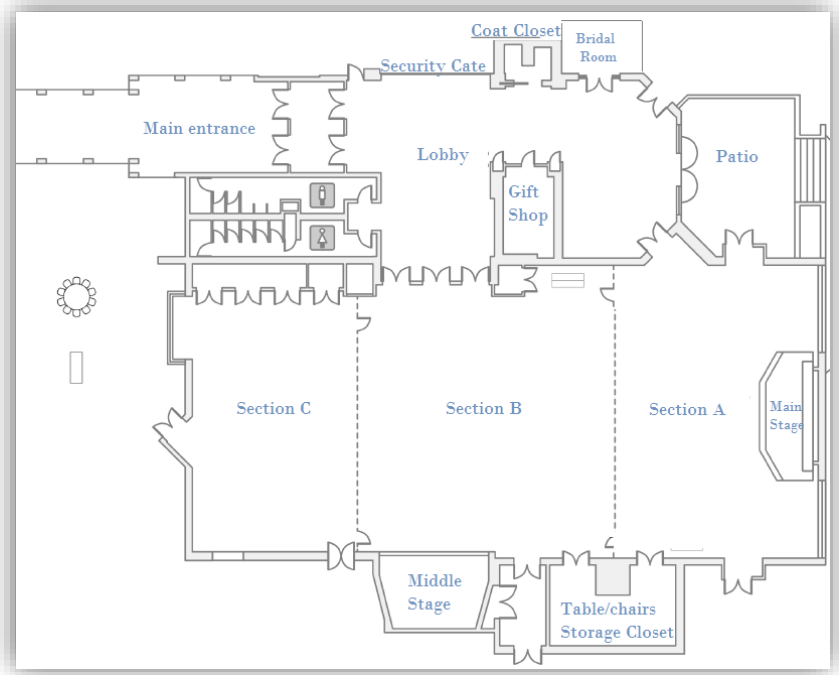
Optional equipment provided by WHC

The following items are not included with the standard rental rate. They can be added on a separate contract upon request. (Julia Bindeman Suburban Center only.)

Item description	Extra cost		
21' x21' Dance floor to be installed anywhere in the social hall.	\$600		
Bridal room for changing or babysitting room.	\$200		
Flatware, silverware and glassware. Including wine and champagne flutes.	Please ask for a quote.		
Build-in LED projectors. We have one in the middle section and another in the worship area. Screen included.	\$150 each		
Build-in Sound system. Great for speeches or background music. Not intended for DJ or live music.	\$150		
Hourly rate for additional setup time.	\$350		
Hourly rate for additional event hours.	3 sections \$850 per hour	2 sections \$750 per hour	1 section \$525 p/h

Rental Sections

Our social hall can be subdivided into three (sections) as shown below. Please see diagram below indicating sections A, B and C.



The space for your event will be determined based on your estimated number of guests and availability on the requested date.

Number of guests expected to attend: _____

- Up to 150 guests – Section B
- 151-300 guests – **Please select one combination:** Sections A&B Sections B&C
- 301-450 guests – All three sections

By signing below, I hereby acknowledge that I have completely read and fully understand the Washington Hebrew Congregation rules, policies and regulations.

Renter's Signature

Date

WHC Representative

Date