



WHC Rental Conditions Agreement

WHC will provide the following services:

- Two WHC staff members will open the venue 3 hours prior to the event start time. Extra setup time can be requested at \$350 per hour. They will remain present through the set-up, event, and breakdown.
- 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.*
- For events in Edlavitch Hall, Freed Youth Wing, and/or Kreeger Lobby - Use of the ice machine, counter tops, and refrigerator.
For events in Ochsman Multipurpose Room – Use of the ice machine, counter tops, walk-in refrigerator and freezer.
**The use of the dishwasher is not included and cannot be used at any time.*
**No cooking is permitted in WHC kitchens – only reheating and staging. Any items that must be cooked must be cooked outdoors in areas designated by WHC Facilities on caterer-provided equipment. WHC has a limited supply of extension cords available.*
- Cleaning and stocking of restrooms and common areas during the event.
- Rent includes two (2) uniformed District of Columbia Metropolitan Police Department officers for the entire event. This is mandatory. If more than 150 kids (high school or younger) are expected to attend an event, a third officer is required, and the rental will be charged for this. Security officers hired privately by the renter do not count towards this requirement.
- Final vacuuming and deep cleaning of the bathrooms.
- A WHC manager will be on site during the event and breakdown. For receptions following a B'nei Mitzvah Service or Wedding Ceremony, the manager's primary responsibilities before the reception are to the service/ceremony.

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, mirrors, 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, can provide liners if the catering company does not bring their own, and can also provide brooms and dustpans as needed.
- At the end of the event, the client and vendors will have one (1) hour to remove all decorations, equipment, rentals, food, etc. On rare occasions, storage on-site after the event may be accommodated, however not necessarily in the same room as the event. This can be discussed with the WHC Manager no earlier than six to eight (6-8) weeks before the event.
- Vendors will be responsible to place all the furniture on the dance floor or in a location designated by WHC staff. WHC staff will be responsible for moving furniture to its regular storage area.
- 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 District of Columbia Alcoholic Beverage Regulation Administration.
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) are 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. At our Temple building in DC, no dishes may be served pre-mixing meat and dairy. However, guests may be offered dishes where they may choose to mix meat and dairy.
10. Chapter 29 of Title 20 of the District of Columbia Municipal Regulations limits sound in residential areas (where Temple is located) to 60dB (7am-9pm) and 55dB (9pm-7am). 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 WHC property.
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 for each vendor, with Washington Hebrew Congregation listed as the certificate holder.
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. The WHC Manager will communicate with event planners in the weeks leading up to the event. However, all digital communications must include the renter as well. Whenever possible, all other vendors should communicate through the event planner or renter.
17. No open fire or fireworks are permitted on WHC property.
18. Only catering staff will be allowed in the kitchen. Guests, Family or Friends will not be permitted in the kitchen.
19. 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

- For member events, a 30-minute site visit is optional, but recommended if the renter is unfamiliar with the Temple facilities. For non-member events, a 30-minute site visit is required. This often takes place months or years before an event when it is first being planned – before a contract is executed.
- One planning meeting with renter up to 60 minutes six to eight (6-8) weeks before the event date. Event planners are encouraged to attend these meetings as well. Other vendors are not required.
 - Should a renter or event planner wish to have a walk-through with one or more vendors, they may schedule an additional meeting with the WHC Manager. A WHC staff person must be present during all meetings or walk-throughs taking place on-site.
- WHC manager will be present and available during the entire event. If the event includes use of WHC's built-in projectors and screens (Edlavitch Hall only), the manager will oversee the use and timing of the WHC equipment, however it is the renter's responsibility to bring a computer/device with the presentation and to run the presentation itself.

Security Officer

- WHC will schedule two uniformed District of Columbia Metropolitan Police officers to cover the event. For any event with 150 or more children (high school or younger) present, a third officer must be hired. The cost for this will be passed on to the renter. Renter-hired private security officers do not count towards WHC's security protocols.
- The officers will stay vigilant and monitor occupancy while ensuring we follow all local and Federal laws.

Facilities Staff (2)

- 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.
- Continually check the restrooms and maintain cleanliness in 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. (Temple in DC only.)

Item description		Extra cost
Flatware, silverware and glassware. Including wine and champagne flutes.		Please ask for a quote.
Hourly rate for additional setup time.		\$350
Hourly rate for additional event hours.	Cost dependent on room(s) used for event. Events must end by midnight at the latest. Please ask for a quote. Please note that B'nei Mitzvah reception timing is fixed and cannot be extended due to the timing of the service.	

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