

***\*SAMPLE RENTAL CONTRACT\****

**Temple Beth Avodah  
45 Puddingstone Lane, Newton Centre, MA 02459  
Phone: 617-527-0045 ~ Fax: 617-527-0046**

***CONTRACT***

**Today's Date:**

**Contact person:**

**Telephone:**

**Street:**

**City/Town/State/Zip:**

*has reserved facilities at Temple Beth Avodah, 45 Puddingstone Lane, Newton*

**Date of Function:**

**Type of Function:** Kiddush/Luncheon/Dinner following Bar/Bat Mitzvah

**Time:** Following ceremony until 2:30/4:00p.m. or midnight

**Number of Guests:** Please indicate approximate # \_\_\_\_\_

**Name of Child:**

**Facilities Requested:** Social Hall, Kitchen, Coat Room (w/o attendant), Foyer

**Fees include:**

- Temple's tables/chairs
- set up of same
- on-site custodial support during function
- on-site security officer (if function is a luncheon or an evening party)

**Please contact Facilities Manager at extension 123 for details regarding room set-up.**

**Schedule of Fees**

**Total for Basic Rental** \$

**Total deposit due:** \$ (due w/signed contract by [date])

**Balance Due:** \$ (due by [date])

**\*\*Security Deposit** \$250.00 (due w/signed contract)  
(separate check please - refundable)

*I have read the Rules and Regulations Governing the Rental of Temple Beth Avodah which are enclosed herein and agree to abide by them.*

By:.....  
Renter

Date:.....

By:.....  
Nancy A. Natowitz, Executive Director

Date:.....

**Please return one copy of contract with check to Temple Beth Avodah; retain the second copy for your files.**

**\*\*All security deposits will be refunded with the understanding that there has been no damage or destruction to any Temple property.  
Please note that nothing is to be hung from the walls in any of the rooms.**

**Caterer's responsibilities**

\$95.00 deposit is required for rubbish disposal  
\$250.00 refundable security deposit (in advance of function)

**Please fill in the information below regarding your use of outside vendors.**

Caterer.....Tel #.....

Florist.....Tel # .....

Music.....Tel #.....

Photographer..... Tel #.....

Party Planner..... Tel # .....