



**Ner Tamid**  
**Greenspring Valley Synagogue**  
 6214 Pimlico Road ♦ Baltimore, MD 21209  
 (410) 358-6500

**FACILITY RENTAL AGREEMENT**  
 THIS IS A LEGALLY BINDING CONTRACT

**THIS CONTRACT DATED** \_\_\_\_\_

**BETWEEN:** Ner Tamid Greenspring Valley Synagogue & Center (“The Congregation”) AND

**NAME** \_\_\_\_\_ (“The Renter”)

**ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**TYPE OF EVENT** \_\_\_\_\_ **DATE(S) OF EVENT** \_\_\_\_\_ **TIME** \_\_\_\_\_

<b>NUMBER OF GUESTS (Approx.)</b>	
<b>CATERER</b>	
<b>FLORIST</b>	
<b>ORCHESTRA / MUSICIAN</b>	

**RENTAL PRICES (Please circle the applicable):**

Members: \$400

Non-Members: \$800

**Fees must be paid as follows:**

1. Upon return of contract, **one half (1/2)** of the rental price is due. However, if the contract is returned less than 60 days prior to the event, then the fee must be paid in full upon return of the contract.
2. In addition to the rental price for facilities of the Congregation, renter shall, at least 60 days prior to the event (or at the time of signing of this rental agreement, whichever is later), deposit with the Congregation, a security deposit of **\$250.00**. Renter is responsible for any damage to the Congregation’s facilities, by the renter, any of the renter’s guests, anyone attending the renter’s event or by any person engaged to provide any service or product to the renter (including any employee thereof). The reasonable cost to repair any damage shall be deducted from the security deposit. If there is no damage or if the damage is less than the security deposit, any remaining balance shall be returned by Ner Tamid to the renter.
3. Balance must be paid in full at least **60 days** prior to the event.
4. Members of the Congregation must be in good standing in order to be eligible for the member discount. The balance due on a member account must be paid in full at least one month before the event.

5. **Cancellations at least three (3) months prior to the date of the event will be charged 25% of the rental. Any refunds after that date will be based on the Congregation's ability to rent out the hall on that date.**

**Conditions:**

**1. Events on Saturdays and Jewish Holidays**

- a. Events may not begin before 11:45 a.m.
  - b. All food and all other materials must be brought into the facility not later than one hour before sunset Friday evening for Saturday affairs or the day before a Jewish Holiday. Nothing may be removed until one hour after sunset Saturday evening or the day a Jewish Holiday ends.
  - c. Premises for an afternoon affair must be vacated by 4:00 p.m.
  - d. Premises for an evening affair must be vacated by 1:00 a.m.
  - e. Preparation for an affair or use of facilities may not begin until one hour after sunset Saturday evening or at the end of a Jewish Holiday.
2. The Congregation reserves the right to hold additional Bar Mitzvahs or other religious ceremonies on the same day.
  3. Premises for an evening affair must be vacated by 1:00 a.m.
  4. All food served in our facility must be supplied by a Kosher Caterer that meets the Rabbi's approval.
  5. Floral arrangements etc., must meet with the approval of the Congregation.
  6. Nothing may be affixed to the walls, tables, art, *mechitza*, ceilings or *chuppa*...etc..
  7. Confetti/rice etc. may not be thrown in the sanctuary or used on or around tables without specific written permission from the Congregation.
  8. The Congregation assumes no responsibility for any loss or damage to personal property belonging to the renter and/or their guests.
  9. The renter shall be held responsible for any loss of or damage to equipment and/or property of the Congregation. The security deposit of \$250 will be applied to any damage found following an event.

**Sponsoring a Kiddush:**

Contact the Shul and speak to Max Jacob for *kiddush* options. An approved outside Kosher caterer may be brought in, which must be approved by the Rabbi.

**I agree to follow the rules specified above and all other rules of the Congregation governing the use of its facilities.**

**TOTAL DUE \_\_\_\_\_ TOTAL DUE TODAY WITH CONTRACT \_\_\_\_\_**

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Congregation Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

**Date Deposit Received \_\_\_\_\_ Amount Paid \_\_\_\_\_ Balance Due \_\_\_\_\_**

**Date Balance Paid: \_\_\_\_\_**