

Mosaic Law Congregation
 2300 Sierra Boulevard; Sacramento, CA 95825
 (916) 488-1122 (916) 488-1165 (Fax)

Facilities Use Contract

Event Host(s): _____
 Address: _____
 City: _____ Zip Code: _____
 Home phone: _____ Alt Phone: _____
 Email address: _____ Member No.: _____

Type of Event: _____
 Event Date: / / Begin Time: _____
 Guests: _____ End Time: _____

Room Rental / Deposit

Dates	Room / Service	Fees

Deposit 500.00

Total fees for room rental to be paid upon signing this contract: _____

In addition to the rental fees listed above, **a check payable to Mosaic Law Congregation in the amount of \$500 is submitted as a deposit.** The \$500 deposit check will be retained and applied to the total charges incurred for your event. This deposit is separate of the \$400 fee for the kitchen usage and the mashgiach.

Late Cancellation Fee: Should the event be cancelled less than one month prior to the date the event is to take place, there will be a \$100 late cancellation fee assessed. The remaining \$400 will be applied as a credit to your Mosaic Law account, or if requested returned to you in the form of a check from Mosaic Law Congregation along with an accounting of how the funds were used.

Event Host: _____
Event Date: _____

Facilities Use Contract

One of the following options must be selected in order for food to be served on the premises:

_____ **Option A: Catering by Mosaic Law Men’s Club**

The Mosaic Law Men’s Club has agreed to cater this event and will be solely responsible for the preparation and serving of food. The Men's Club catering includes the \$300 fee for their use of the kitchen, the \$100 mashgiach fee, and the cost of Maintenance, Table Cloths, and Napkins.

_____ **Option B: Catering by Outside Caterer**

A caterer other than the Mosaic Law Men’s Club has been retained to prepare and serve food at this event. The Event Host(s) understand that the caterer must meet all kosher requirements of the Mosaic Law Congregation and prepare and serve all food under the supervision of an approved *mashgiach* (a list is available in the office), The Event Host(s) or Caterer must submit the \$400 fee one week prior to the event in the form of a check payable to the **Mosaic Law Men’s Club**.

Additional Fees: The Event Host(s) will receive a separate invoice for these fees.

Additional Fees	Rate	Used/Hrs	Fees
Maintenance / Clean up	\$22.50 hr (2 hr minimum)		
Table Cloths (dining)	\$3.50 each (10 guests /table)		
Table Cloths (service)	\$3.50 each		
Napkins (cloth)	\$0.25 each		
Other			
Other			
Other			
Other			
Other			
Total Additional fees which may billed after the event:			

Mosaic Law Congregation
 2300 Sierra Boulevard; Sacramento, CA 95825
 (916) 488-1122 (916) 488-1165 (Fax)

Event Host: _____
Event Date: _____

Facilities Use Contract

The Event Host(s) executing this contract states that they understand the fee schedules and regulations associated with the rental of the facilities at Mosaic Law Congregation and agree to the terms and conditions specified herein. It is further understood that deposit fee (see page 1) for the use of the Mosaic Law Congregation facilities will be remitted at the time this contract is executed. **Facilities and dates will not be reserved without the execution of this contract and payment of the deposit.**

The following addenda are attached and considered a part of this contract:

	Room Set-up Request
	Special Instructions

Signed by:

Event Host (signature)	Event Host (printed)	Date
Event Host (signature)	Event Host (printed)	Date
Mosaic Law Congregation (signature)	Mosaic Law Congregation (printed)	Date

For Office Use Only			
Deposit Check #		Date Received	
Credit Card # ()		Ex Date	
Facility Fee Check #		Date Received	
Deposit Check returned	YES / NO	Date Returned	
Refund Check #		Date Sent	
Late Cancellation Fee	YES / NO	Amount	
Maintenance Fees	Host / Men's Club	Amount	
Additional Fees	Host	Amount	
		Total	

Mosaic Law Congregation
2300 Sierra Boulevard; Sacramento, CA 95825
(916) 488-1122 (916) 488-1165 (Fax)

Facilities Use Contract

Room	Member Rate	Non-member Rate
Social Hall	400	600
Sanctuary	200	300
Youth Lounge	100	150
Middle Room	100	150
Chapel	100	150
Rehearsal for scheduled event	75	110
Kitchen *	300	300
Mashgiach *	100	100
Other		

* Kitchen and Mashgiach fees are waived if the Men's Club is retained to cater your event.