



## CATERER RENTAL AGREEMENT

- (a) Catering set up area includes the kitchen, and outdoor space behind the kitchen. There is NO classroom use for catering setup.
- (b) All utensils, baskets, food or props in the kitchen are for Chabad use only. The caterer may NOT use any items in the kitchen aside from the sink, countertops and refrigerator/freezer.
- (c) nails, tacks, screws, hooks, picture hangers and tape may not be used or applied on walls, columns, ceilings, floors, or external surfaces of the building;
- (d) proper care must be observed to avoid defacing painted surfaces or floors;
- (e) there may be no alterations/additions to the electrical system, or overloading of electrical circuitry;
- (f) both the interior and exterior of Chabad Center and the surrounding yard shall be left in the same condition as found; any damage to landscaping or grass will be billed to the caterer. Nothing should be left outside of dumpster. Please make sure to close dumpster doors.
- (g) the kitchen may not be used for the initial preparation of food.
- (h) any tent over 4,000 sq ft must obtain a permit from the town
- (i) all caterers must be certified Kosher - Chalav Yisrael for Dairy or Glatt Kosher for Meat.
- (j) caterer may use all the furniture outlined in the Lessee Rental Agreement.
- (k) Caterer or Lessee must bring ALL necessary items for catering the party. Including, serving dishes, plates, utensils, cloths, ice, food, drinks, large garbage bags to accommodate your garbage.
- (l) the term of the rental begins the day of the event at 9:00am. Any exceptions must be cleared with Chabad.
- (m) all rented or leased property, such as tables, chairs, tents, etc. and any personal property must be removed from Chabad Center by 8 AM the day after the end of the rental, unless other arrangements are made in advance; additional fees will be charged in the event that any such property remains on the Premises.
- (n) All vehicles must be parked in the parking lot of the Premises or elsewhere in legal parking spaces. No vehicle may be parked in front of the premises, on Route 172 or on Sarles St.

The Caterer agrees to the following financial and related terms for this Rental Agreement: (If any of the terms or conditions are violated, Chabad has the right to retain a portion or the full amount of lessee's damage deposit.)

- (a) All caterers required to provide a certificate of insurance from their liability carrier. These certificates must name Chabad of Bedford, Inc. as an additional insured. These certificates must be tendered before a deposit is taken for the event.

(b) The caterer agrees to indemnify and hold harmless Chabad of Bedford, Inc. from and against any and all losses, claims, damages, liabilities, expenses (including legal and other professional fees and disbursements), judgments, fines, settlements and other amounts arising from any claim, demand, action, suit or proceeding, actual or threatened in which such indemnified party may be involved, made or brought on account of the use of the Premises made by the caterer, staff or service providers.

(c) This Rental Agreement is subject to Lessee Facility Rental Agreement. Violating the terms will prohibit the caterer from catering future events at the Chabad Center.

### AT THE END OF THE EVENT

When you leave:

- a)! Indoors must be broom clean, all garbage including recycling must be removed and disposed of in appropriate dumpsters.
- b)! All lights must be turned off; no windows should be left open
- c)! No food or drinks should be left anywhere in the Hall.
- d)! Do not lean tables, chairs or any items on walls. Stack rentals on floor only.
- e)! Rentals must be removed by 8 AM the day after your event (unless other arrangements were made with Chabad) If there is damage to the Chabad, any of the above conditions are violated or any conditions on the Rental Agreement or Use of Hall document are violated, then you will not be allowed to cater any future events.

If damages or violations exceed the client's security deposit, Chabad has the right to collect the excess costs from you or your insurance company.

LESSOR: Chabad of Bedford 220 S Bedford Rd. Bedford Corners, NY

Lessee Name \_\_\_\_\_ Date of Event: \_\_\_\_\_

Caterer Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Please return completed form to [info@chabadbedford.com](mailto:info@chabadbedford.com) or fax to 914.514.3523