



Congregation Beth El  
1200 Fairfield Woods Road  
Fairfield, CT 06825  
Phone: 203-374-5544  
Fax: 203-374-4962  
office@bethelfairfield.org

DJ/Band/Orchestra Business Name:

Name of Client:

\_\_\_\_\_

\_\_\_\_\_

Address:

Date of Event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Dear DJ/Band/Orchestra:

All who use the facilities at Congregation Beth El are requested to comply with the following "Agreement" and return it along with a Certificate of Insurance to the synagogue office as soon as possible. Failure to comply with this request will prevent you from using the synagogue facilities.

#### **DJ/BAND/ORCHESTRA AGREEMENT**

1. The use of staples, tacks, nails, glitter, confetti or anything that may remain imbedded in tables, walls, etc., is prohibited. Also, string, rope, wires, masking tape, etc., may not be used on walls, floors, carpets, curtains, pews or light fixtures. Smoke producing machines are prohibited.
2. You **must call the synagogue director at least one week prior** to the event to confirm times that you will be allowed to make deliveries and enter the facility. This is particularly important when the event occurs on or after the Sabbath (if applicable).
3. The premises must be left clean and free of debris after bringing in party favors, decorations, balloons, etc.
4. **The synagogue must be in possession of an up-to-date certificate of your liability insurance listing Congregation Beth El as an ADDITIONAL INSURED indicating general liability and Workmen's Compensation. This is a requirement from our own insurance company and must be received prior to the event.**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Revised 01/2004