



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

Florist Name \_\_\_\_\_

Name of Client:

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

\_\_\_\_\_

Address:

Date of Event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Dear Florist:

All florists 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.

#### **FLORIST 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.
2. You **must call the synagogue director one week prior** to the event to confirm times that you will be allowed to make deliveries and enter the facility.
3. The premises must be left clean and free of debris after bringing in or removing floral arrangements, trees, plants, decorations, etc.
4. The synagogue must be in possession of an up-to-date certificate of your insurance policy **LISTING CONGREGATION BETH EL AS AN ADDITIONAL INSURED** indicating general liability and Workmen's Compensation. This is a requirement of our own insurance company.

**Please sign below and return to synagogue office:**

I have read and agree to the above agreement.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date