



Congregation Beth El
1200 Fairfield Woods Road
Fairfield, CT 06825
Phone: 203-374-5544
Fax: 203-374-4962

Party Planner:

Name of Client:

Address:

Date of Event:

Phone: _____

Fax: _____

Dear Party Planner:

All Party Planners 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.

PARTY PLANNER 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 one week prior** to the event to confirm times that you will be allowed to make deliveries and entrance into the facility either before or after the Sabbath.
3. The premises must be left clean and free of debris after bringing in or removing floral arrangements, trees, plants, decorations, balloons, 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. If we do not have this, you will not be allowed to work on our premises.

Please sign and return to synagogue office:

I have read and agree to the above agreement.

Authorized Signature

Date