



**Beth Chaverim Reform Congregation  
21740 Beaumeade Circle, Suite 100  
Ashburn, Virginia 20147**

**CATERER'S AGREEMENT**

All caterers must file a current insurance certificate that demonstrates coverage for performance of services on site with Beth Chaverim Reform Congregation (Beth Chaverim) 30 days prior to the subject event.

1. The Beth Chaverim Kitchen must be used in accordance with these cited dietary regulations:
  - A) No pork or shellfish (seafood without scales) are to be brought into the Congregation facility at any time.
  - B) Dairy and meat may not be mixed or served within the same course.
  - C) No peanuts, peanut butter, or peanut products are allowed on the Congregation facility.
2. Caterers may use all permanent building fixtures in the kitchen, such as sinks, oven, range, refrigeration, and work surfaces.
3. Caterers must leave the premises in a neat and clean condition including cleaning the floors and all food preparation surfaces. Any rooms or areas used by the caterer must be cleared of all glassware, plates, silverware, pots and pans, utensils and debris. Trash and garbage must be bagged and removed from the premises. Beth Chaverim employees are unavailable to assist in these tasks.
4. Caterers are held responsible for any damage to, or loss of, Beth Chaverim property that has occurred through their use.
5. The consumption of food and beverages is not permitted in areas other than the Social Hall, Lobby and classrooms. Exceptions for inclusion in a religious ceremony must be arranged in advance with the Beth Chaverim designated point of contact and will be on a case-by-case basis.
6. Leftover food from any event must be removed at the end of the event (in the renter's own containers). Exceptions for food to be donated for use within the next 48 hours must be arranged in advance with the Beth Chaverim designated point of contact.
7. Alcoholic beverages may be served only as part of a meal or function. Any and all governmental permits, rules, regulations and laws that pertain to the use of alcoholic beverages within the Congregation facility are the sole responsibility of the renter. A copy of the license shall be supplied to Beth Chaverim prior to the start of the event.
8. Delivery of foodstuffs and supplies may be made in advance of the event, as space permits. Arrangements for acceptance of deliveries and entrance for pre-event preparations must be made 1 week prior to the event.

For more information, please call the Beth Chaverim office at 703-391-8669.  
Please sign below and return at least 30 days in advance to:  
Beth Chaverim Reform Congregation  
21740 Beaumeade Circle, Suite 100, Ashburn, VA 20147

Date of Event \_\_\_\_\_ Party holding event \_\_\_\_\_

Name (please print) \_\_\_\_\_

Business Name (please print) \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_



**Beth Chaverim Reform Congregation  
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**FLORIST & EVENT DECORATORS' AGREEMENT**

All florists and persons providing professional decorating services must file a current insurance certificate which demonstrates coverage for performance of services on site with Beth Chaverim Reform Congregation (Beth Chaverim) 30 days prior to the subject event.

1. Bimah (altar) flowers and other decorations must within the Beth Chaverim size standard guidelines. Candles may NOT be used on Shabbat (except as a part of a Shabbat service) or on Jewish holidays (Yom Tov). On occasions other than Shabbat or Yom Tov, if candles are used, they must be dripless and used in conjunction with candleholders designed to prevent the dripping of wax on floors, carpets, and furniture. All fire and safety codes laws must be adhered to. The installer will be responsible for any damage to persons or property occurring as a result of candles used.
2. No fireworks, glitter, birdseed, or rice may be used anywhere on Congregation property.
3. Flowers or potted plants are not permitted on any flooring without a protective mat to prevent staining of the floor.
4. Any decorations used must be free standing or affixed only by means of removable, non-marking systems that leave no residue. No decorations may be used which require pasting or fastening, nailing, taping, stapling or tacking on or to walls, doors, light fixtures, floors or ceiling by any permanent or intrusive means. All authorized decorations must be removed without damage to the surfaces and furnishings before the premises are vacated. Substantial additional charges will be levied for any clean-up or restorative work necessitated by the event.
5. Delivery of flowers and supplies may be made in advance of the event, as space and time permits. Arrangements for acceptance of deliveries and entrance for pre-event preparations must be made 1 week prior to the event.

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Date of Event \_\_\_\_\_ Party holding event \_\_\_\_\_

Name (please print) \_\_\_\_\_

Business Name (please print) \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_



**Beth Chaverim Reform Congregation  
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**ENTERTAINER'S AGREEMENT**

All professional entertainers must file a current insurance certificate that demonstrates coverage for performance of services on site with Beth Chaverim Reform Congregation (Beth Chaverim) 30 days prior to the subject event.

1. All initial arrangements for music in connection with a wedding ceremony must be made directly with the Worship Committee by the party holding the event. The entertainer will then be provided a Beth Chaverim point of contact (POC) for coordination of the event music.
2. Any mechanical equipment or freestanding accessories brought into the facility in connection with the event, including video games or entertainment devices, must be approved in advance. Beth Chaverim will not assume responsibility for any such items.
3. All such items (as those listed above) must be delivered, set up and removed at a time in accordance with the rental agreement, as space and time permit. Arrangements for deliveries and entrance for pre-event preparations must be made 1 week prior to the event.
4. Any decorations used must be free standing or affixed only by means of removable, non-marking systems that leave no residue. No decorations may be used which require pasting or fastening, nailing, taping, stapling or tacking on or to walls, doors, light fixtures, floors or ceiling by any permanent or intrusive means. All electrical cords that are in traffic areas shall be covered or affixed to prevent trip hazards, in accordance with government codes and standard safety practices. All authorized decorations must be removed without damage to the surfaces and furnishings before the premises are vacated. Substantial additional charges will be levied for any clean-up or restorative work necessitated by the event.

For more information, please call the Beth Chaverim office at 703-391-8669.

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Beth Chaverim Reform Congregation  
21740 Beaumeade Circle, Suite 100, Ashburn, VA 20147

Date of Event \_\_\_\_\_ Party holding event \_\_\_\_\_

Name (please print) \_\_\_\_\_

Business Name (please print) \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_



**Beth Chaverim Reform Congregation  
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**PHOTOGRAPHER'S AGREEMENT**

All photographers and videographers providing professional photography services must file a current insurance certificate which demonstrates coverage for performance of services on site with Beth Chaverim Reform Congregation (Beth Chaverim) 30 days prior to the subject event.

1. Bar/Bat Mitzvah: NO still photography or moving video equipment is permitted during the service. A video camera attached to a stationary tripod is permitted to be used.
2. Jewish Weddings: NO flash photography will be allowed during the ceremony.
3. Initial arrangements for a pre-event visit to the site shall be made by the party holding the event. A Beth Chaverim point of contact (POC) will be designated for any coordination with the photographer(s). Arrangements for additional visits to the event site, acceptance of deliveries, and entrance for pre-event preparations, in accordance with the rental agreement, must be made 1 week prior to the event with the Beth Chaverim POC.

For more information, please call the Beth Chaverim office at 703-391-8669.

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Beth Chaverim Reform Congregation  
21740 Beaumeade Circle, Suite 100, Ashburn, VA 20147

Date of Event \_\_\_\_\_ Party holding event \_\_\_\_\_

Type of Photography \_\_\_\_\_

Areas to be Photographed \_\_\_\_\_

Pre-Event Photography Needs \_\_\_\_\_

Name (please print) \_\_\_\_\_

Business Name (please print) \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_