



We are pleased that you chose Bais Menachem of North Miami Beach for your event. In order to make sure that your event runs smoothly, we ask that you read the rules below.

Bais Menachem of North Miami Beach (otherwise known as BMNMB), has different rental options, given on the last page. Rental fees are based on a 4-hour time limit. Additional charges will apply to parties that exceed the time limit. A security guard and designated maintenance person are not included in the rental. All events must be over by 11:00 pm.

A \$1,000 refundable security deposit is required before the event. If the facilities are left clean and in good repair when the event is over, your deposit will be refunded within 5 business days.

Currently BMNMB has 10 - 60" round tables, 19 - 60" rectangle tables, 160 white folding chairs (45 lifetime, and 115 plastic folding chairs). If you choose to use our tables and chairs, we need notification no later than 3 days before the event.

For morning events, the rented space will be available for set-up from midday, the day before your event, for 6 hours (or until the end of maariv). If your event is being held in the late afternoon or evening, the space will be available for set up from 8:00 am the day of the event. If access to the space rented is outside of these hours, we must know ahead of time and there will be a fee incurred to have someone on the premises.

For events being held on a regular Sunday or the day after a Yom Tov, the space will be available for setup from a half hour after Shabbos/Yom Tov for up to 3 hours, but no later than 11:00 pm

IMPORTANT NOTE: All doors to the general building, shul, lobby, kitchen or exists, must be left accessible and may NOT be locked under any conditions.

BMNMB opens its doors at 8:00am Monday through Friday and 9am on Sundays.

Decorations, props, signs and posters are not allowed to be attached to our walls. Any of these items must be brought in already complete and need to be free standing.

Furniture and free standing decorations, must have the proper legs and base covering to avoid tearing our carpets or scuffing/scratching our floors or walls.



Nothing should lean against the walls at all. Please let your vendors know that chairs, tables and any other items should not be stacked against the wall, but placed in a pile 2 feet from the walls.

We do not permit the following: Lit candles unless contained, juggling torches, sparklers, party snappers, paint of any kind, staples, confetti, glitter, silly string, or similar items, live animals, liquors to minors.

We ask that children are supervised at all times and do not run or roam through the building at any time.

We will do our best not to book the rooms to conflict with your event, but at times we will have an event at a time that may overlap your set up. We will do our best to have the event coordinators speak to each other, to see if both events can take place without hindrance.

After an event, all vendors (table and chair rental company, florist, decorator, photographer, musician and any other vendor), must remove their equipment within four working hours after an event.

Please make sure your party planner (who must meet with us before you sign our agreement) understands the time allotment for set up, breakdown, and removal times, and all rules.

All financial and paperwork must be satisfied at least 5 business days before an event, including the refundable security deposit. BMNMB cannot allow any delivery of set up if the financial and paperwork has not been satisfied. If payments are not made according to our schedule, BMNMB reserves the right to cancel the event and any deposit paid may be non-refundable.

Kitchen

Our kitchen may only be used for Fleishig/Meat events. If you are serving a Milchig/Dairy event, you cannot use the kitchen.

Parking

Our parking area can hold up to 28 cars. There is another parking lot available for rent at a charge of \$150 per event. Please let the office know should you wish to secure this lot.



Parking is permitted in designated areas only. Please do not park where posted signs say "No Parking".

Security & Valet

You must hire our security guard for the duration of your event. The cost of the guard is \$20 per hour, and must be paid for at the time the final rental arrangement and payment is made. If your event goes beyond the time arranged, the balance for security will be deducted from your security deposit.

If you plan to use valet parking, you must clear this with us in advance.

Proof of insurance is required from all vendors working for an event at BMNMB.

We reserve the right to search all persons, packages, and bags entering the premises.

We reserve the right to refuse admission or remove anyone from the premises due to disorderly conduct.

Please do not leave any personal items unattended as we do not take responsibility for lost, stolen, or damaged personal property.

The kitchen door or back Lobby door shall be used to deliver all equipment by the vendors. Vendors may not use the main entrance to transport any equipment. For rooftop rentals, appointments must be made to transport equipment via the elevator.

1. Please email secretary@bmnmb.com or call Norma at 305-770-4412 with any questions or concerns.
2. Review and sign this page
3. A \$250 non-refundable deposit is required to secure your date for the Lobby or north side of the shul and \$500 non-refundable deposit is required to secure your date for the main shul or the rooftop. The deposit will be applied to your total balance.
4. Balance of the rental charge is due 5 business days prior to the event (rental fee and security deposit)



5. Provide us with a vendor list, proof of insurance and final head count 1 week before the event.

We are providing you with a copy of our Event Guidelines and by signing below, you agree to abide by its terms.

*Renter's signature _____ Print _____

Address _____ City _____ State _____ Zip _____

Phone No. _____ email _____

Member at BMNMB : Yes _____ No _____

Event Date _____ Todays date _____

All financial obligations and paperwork MUST be satisfied at least 5 business days before an event including the refundable security deposit. If this has not been satisfied, BMNMB cannot guarantee the use of the facility.



Rental Options

	Members	Non-Members
Main Shul (up to 350 seated)	\$1,450	\$1,850
w/o removing pews & no food	\$500	\$700
North side only	\$500	\$700
Shabbos x 2	\$800	\$1,050
Lobby (up to 140 seated)	\$450	\$650
Rooftop (up to 200 seated)	\$800	\$1,000
Shabbos x 2	\$975	\$1,350
Youth Room (party up to 50 ppl)	\$275	\$400
Empty Room	\$50	\$70
Library	\$50	\$70

Mechitza Rental: \$25/10 feet; 50 feet available

Rental includes set up and breakdown of tables and chairs