

**KEHILLAT MORIAH
THE HUGO LOWY SYNAGOGUE**

Kehillat Moriah Inc ABN 16284221251
PO Box 986, Bondi Junction NSW 1355

Phone 9375 1600
Fax 9375 1955
kehillah@moriah.nsw.edu.au

Simcha Booking Request

Please return this application with your non refundable deposit to the Kehilla secretary.

Type of function Bar Mitzvah Bat Mitzvah Wedding Other

Date
of Function

Surname
Father

Firstname
Father

Address

Phone
home

Phone
mobile

Email

Surname
Mother

Firstname
Mother

Address

Phone
home

Phone
mobile

Email

Name of Bar
/ Bat Mitzvah

Hebrew name of
Bar / Bat Mitzvah

Birthdate &
approximate time

Current Moriah Student

Former Moriah Student

Or

Name
of Bride

Hebrew name
of Bride

Name
of Groom

Hebrew name
of Groom

Booking information

The more information you supply, the better. We appreciate that schedules can be flexible so changes are possible. However, please provide sufficient notice so we can help meet your needs.

Venue required

Drama Theatre

Foyer

Primary Hall

Equipment
required

(eg furniture)

Name
Of caterer

Phone
work

Phone
mobile

Fax

Email

If this information is not yet known, please advise to the Kehilla Secretary when you return the Simcha Questionnaire.

Times Required for Use

- "Open Time" is the time that you will have access to the Moriah campus.
- "Close Time" is the time when the campus can be closed. All time in between is charged. Please see "Cost of Use".
- "Start Time" is the starting time for the service.
- "End Time" is the expected finishing time of the kiddush.

Note: Regular services will start at the times advertised in *The Jewish News* and finish at the usual time.

Note: The time available, from 9:00 am to 1:00 pm, is included without extra charge. Please consult your caterer if you need time beyond that. If your function exceeds the length of time stipulated in the contract, you may be charged an additional amount.

Day	Date	Open Time	Start Time	End Time	Close Time	Charge
			9:30 am			

Special requirements:

Office use only

Payment received: \$	Date:
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UNDERTAKING/AGREEMENT

I/We the undersigned:

1. Apply to Kehillat Moriah Inc. ("the Kehilla") for use of The Hugo Lowy Synagogue for the period(s) shown above.
2. We have read the conditions of use and agree to abide by them. We note especially the sections regarding attendance at services and kashrut.

Signed _____

Date _____

Payment amount (please see "Cost of Use"): \$ _____

Method of payment (tick the appropriate box):

- Cheque (to 'Kehillat Moriah') enclosed Visa or Master Card

Name _____

Card # _____

Expires _____ Amount \$ _____

- Direct Deposit

Kehillat Moriah Banking Details:

Bank: Westpac
 BSB: 032 053
 Account No: 23 7008

This form should be completed and sent with payment to:

Kehillat Moriah
 PO Box 986
 BONDI JUNCTION 1355

Fax 9375 1614
kehillah@moriah.nsw.edu.au

A copy of this form and a receipt for your payment will be returned to you as confirmation of your booking.

Office use only

Accepted	Date:
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Conditions of Use

These conditions apply to the booking of religious functions in The Hugo Lowy Synagogue. By making a booking, the Applicant/User accepts these conditions.

- 1) Access and Parking
 - a) Normal pedestrian access is via the Baronga Avenue entrance. Entry to and exit from the Synagogue area into the grounds of Moriah College ("the College"), may occur only in an emergency.
 - b) There is no vehicular access to the campus except for deliveries referred to hereafter.
 - c) Parking is NOT available on the College Campus except for deliveries by caterers prior to Shabbat.
- 2) Advertising
 - a) Any reference to the synagogue in invitations, advertisements or otherwise, must be to The Hugo Lowy Synagogue, Kehillat Moriah, or Beth Knesset Hillel Zvi Lowy and not the Moriah Synagogue or otherwise.
- 3) Bar/Bat Mitzvah Ceremonies
 - a) A Bar Mitzvah ceremony usually takes place immediately following the boy's 13th birthday in accordance with the Hebrew calendar. The date for the ceremony will be set by agreement with the College Rabbi.
 - b) A Bat Mitzvah ceremony usually takes place following the girl's 12th birthday in accordance with the Hebrew calendar but subject to discussion with the College Rabbi.
 - c) Families and/or students celebrating a Bar Mitzvah or Bat Mitzvah in The Hugo Lowy Synagogue must fulfil attendance requirements set down by the College Rabbi. Regular, preferably weekly, attendance at services in The Synagogue for at least a year prior to a Bar/Bat Mitzvah is required. Failure to meet this requirement may cause the College to cancel the contract. The Hugo Lowy Synagogue is only available for simchas when the subsequent reception and children's party are strictly kosher as specified below.
- d) For further information, or bookings, contact Rabbi Solomon on 9375 1768.
- 4) Behaviour
 - a) Persons seeking to reserve The Hugo Lowy Synagogue (hereafter "Applicants") are required to ensure that all persons and patrons associated with the use of The Hugo Lowy Synagogue at their invitation (hereafter "Users") maintain a standard of behaviour which is acceptable to the College and in accordance with Orthodox Jewish Law.
 - b) Applicants are required to take all reasonable measures to ensure that Users do not congregate in Baronga Avenue or Queens Park Road and cause no disturbance to the neighbourhood residents or their own security.
- 5) Booking
 - a) To book the Hugo Lowy Synagogue for your simcha an "Application to use The Hugo Lowy Synagogue" form must be completed and returned to the Kehilla Secretary together with a payment of:
 - i) \$400 for current Moriah students
 - ii) \$600 for non Moriah students
 - iii) (See also paragraph 9 following.)
 - b) The booking will not be confirmed until payment and the application form have been received by Kehillat Moriah. A copy of the application form and a receipt will be returned to the Applicant as acceptance of the booking.
 - c) Kehillat Moriah, at its absolute discretion and in exceptional circumstances may cancel a previously accepted booking, in which case the payment will be refunded.
- 6) Cancellation
 - a) At least one month's notice in writing is required for cancellation by the Applicant.
 - b) If this notice is not given, the full applicable fee may be charged.

- 7) Bar or Bat Mitzvah Seudah and Kiddush and Children's party
- a) The Synagogue is only available for use for celebrations where the subsequent cultural function and children's party is under the authority of the NSW Kashrut Authority, or an equivalent approved Kashrut body in keeping with the ethos of Kehillat Moriah. A copy of any invitations must be approved by the College Rabbi.
 - b) Catering for the Kiddush following a Bar or Bat Mitzvah or Aufruf is to be provided by an outside caterer approved by the NSW Kashrut Authority. Arrangements for access to the campus for the caterer are to be made at least one week in advance, with the Kehilla Secretary.
- 8) Cleaning
- a) The Applicant is responsible for leaving the Synagogue area in a clean and orderly fashion after each use. Kehillat Moriah, at its absolute discretion, will charge the Applicant a cleaning charge if the facility is not left in proper condition as determined by Kehillat Moriah.
- 9) Cost of Use
- a) Charges for the first four hours' use of The Hugo Lowy Synagogue are:
 - b) Current Moriah Students \$400
 - c) General Community \$600
- 10) Deliveries
- a) Deliveries must be made before 4 pm in summer, and 3 pm in winter, on the Friday prior to the Bar Mitzvah or other function, or by prior arrangement with the Kehilla Secretary. Entrance is via Queens Park Road. The delivery person must report to Reception upon arrival. Limited storage facilities, including a refrigerator are available in the kitchen adjacent to the Simons Family Foyer which adjoins The Hugo Lowy Synagogue.
- 11) Damage to Property
- a) Any damage to the Kehilla or Moriah College property or equipment brought about by any User must be made good to the satisfaction of the Kehilla or Moriah College at the Applicant's expense.
- 12) Equipment

- a) Applicants are responsible for providing their own equipment. Equipment owned by Kehillat Moriah may be used by Applicants, only with the written permission of the Kehilla or Moriah College as applicable. Applicants wishing to use any equipment owned by Moriah College or the Kehilla eg trestle tables, should list their requirements on the "Application to Use" form. Applicants should advise the Kehilla or College if there is a fault in any such equipment.

13) Mobile Phones

- a) Mobile phones should not be in use for events taking place on Shabbat.

14) Food and Smoking

- a) Food and beverages (including alcohol other than Kiddush wine) are not permitted in the Synagogue. Chewing gum is forbidden on the entire campus. Where catering is provided, designated venues or outdoor areas may be used. Please note that the entire Moriah campus is a smoke free zone.
- b) Any sweets intended for throwing during the service must be kosher and wrapped. If they are to be used on Shabbat, they must be delivered to the Kehilla on the preceding Friday.

15) Insurance

- a) If an Applicant employs any people to work in the Synagogue, the Applicant must arrange his/her own workers' compensation insurance.

16) Restriction of Use

- a) In accordance with this Contract, The Hugo Lowy Synagogue will be made available to any Applicant wishing to celebrate a Bar/Bat Mitzvah, or other appropriate religious ceremony, including wedding ceremonies, on certain terms and conditions including:
 - i) strict observance by all members of the congregation, including children, once they are upon the Moriah College campus, of Orthodox Jewish laws including observance of Shabbat and Kashrut
 - ii) appropriate arrangements being made to the satisfaction of the College

Rabbi, or in his absence, the Kehilla President or his delegate, to ensure that the service for which the Synagogue is to be used will be conducted in an appropriate manner with proper officiants

- b) The Kehilla reserves the right to withdraw or vary arrangements for the use of the Synagogue including any of the above conditions is at the Kehilla's absolute discretion, provided that bookings for use of the Synagogue already made on the above terms, will be honoured wherever possible.
- c) Applicants and Users shall not use the Synagogue in any way that imperils any licence granted or insurance taken out in respect of the Synagogue or Moriah College.
- d) Applicants and Users shall carry out their activities in such a way as to avoid any interference with the normal activities of Moriah College.

17) Security

- a) Kehillat Moriah, by its employees or agents, shall secure the Synagogue area after use. For services ordinarily conducted, the Kehilla may have security arrangements in place, at its discretion. For their own safety, Applicants and Users are advised not to gather in any of the streets immediately outside the campus.

- b) The Kehilla reserves the right to require additional security arrangements to facilitate the Applicants' use of the Synagogue. In this event, the Kehilla will make the necessary arrangements and will charge the Applicant for the cost of such security arrangements in addition to the normal fee.

18) Special Conditions

- a) The use of the Synagogue does not create any tenancy or partnership between the Applicant and Kehillat Moriah. The College may impose special and additional conditions should circumstances warrant. The Kehilla reserves the right to vary any of these conditions at its absolute discretion.

19) Termination

- a) The use of the Synagogue terminates at the end of the period stated in the use agreement. If payments are not made within the times determined by the Kehilla, this use will terminate at the discretion of the Kehilla. If any other of these Conditions of Use are not observed, this use will terminate at the discretion of the Kehilla.
- b) If an Applicant terminates a Contract, any monies already paid shall be forfeited.

20) Third Party

- a) Applicants are prohibited from granting use of the Synagogue to a third party.