

# VENUE USAGE PACKAGE

## TERMS OF USE & APPLICATION FORM

Chabad Strathavon Jewish Life Centre  
2 Gayre rd. Sandown ext. 9

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Dear friend,

We are very happy you have chosen The Jewish Life Centre as the venue for your event and we will do everything we can to help make it a pleasant and memorable experience.

Please read through this Venue Usage Agreement carefully and return it, signed, with the relevant information to confirm your booking.

Please consider donating equipment and decorative items you purchase for your event, so we can enhance communal events and grow our inventory to offer to others who host events at the Jewish Life Centre.

We look forward to hosting your event.

Thank you,

Rabbi Ari & Naomi Shishler and the Jewish Life Centre team

## HALL USAGE RULES AND REGULATIONS

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### 1. General

**Chabad of Strathavon and the Jewish Life Centre are religious institutions and adhere to the standards of Halacha and the ethos of Orthodox Judaism. As such, all functions and events that are held on our premises must conform to the requirements of Halacha and the ethos of Orthodox Judaism.**

### 2. Hire options

Please indicate what type of function you would like to hire the hall for:

- Bris/ upshernish/ aufruf/ Friday night dinner: R2500
- Bar/Bar Mitzvah/ Engagement party: R4000
- Other \_\_\_\_\_ (fee will be determined accordingly)

**We require a 50% non-refundable deposit to confirm your booking.**

**Please note:** Members of Chabad of Strathavon and of the Jewish Life Centre do not pay for hall hire for a bris, upshernish, aufruf, brocha on Shabbos or Yom Tov or a lunch/dinner **that is open to the community**. Members will receive a 30% discount on bookings for other functions.

### 3. Kosher and Food Regulations

Please note that you must use one of our preferred caterers.

The following are the guidelines for catering at the Jewish Life Centre:

- A. The caterer will need to set up an independent preparation and cleanup area and will not have access to our kitchen, unless an arrangement to use the kitchen is confirmed with the rabbi.
  - a. Should your caterer use our kitchen, we will require a R2000 deposit, which will be refundable once the kitchen is immaculately cleaned and all catering items are returned in good condition.
  - b. No caterer or catering staff may access the kitchen without a qualified Mashgiach in attendance.
  - c. Certain appliances, like our combi oven, are not included in kitchen hire.
  - d. The kitchen is not available for catering, preparation or storage of dairy products.

- B. All **baked goods must be Pas Yisroel**, and dairy **products Chalav Yisroel**. If you intend to invite the rabbi or rebbetzin to your event, all meat products must be Mehadrin Commission.
- C. No food or beverage may be brought in by anyone other than the caterer without Rabbi Shishler’s express permission.

#### **4. Hall Set-Up and Clean-Up Fees**

The host will be responsible for all set-up and clean-up fees incurred, as well as for unforeseen clean-up fees should they arise.

It is the host’s responsibility to ensure the collection of all hired catering equipment, décor and empty bottles.

All orders for the rental/purchase of event items, e.g. table cloths, tables, chairs, etc., must be billed to the **host’s name/address**. The Jewish Life Centre staff are not allowed to accept deliveries for a private function, where the invoice or delivery note is made out to Chabad of Strathavon or the Jewish Life Centre.

Please ensure that our staff are aware of the details and timing of any deliveries that you expect for your function ahead of time to avoid any confusion at the time of delivery. Deliveries must be made between 7:45 and 16:30 on Monday to Thursday and between 7:45 and 15:00 on Friday. Please make ensure to make special arrangements with us for deliveries outside of these times.

#### **5. Entertainment and machinery**

Please consult the Jewish Life Centre staff **before** you hire any kind of machinery to brought onto the premises. We will decide each case based on concerns for people’s safety and potential wear and tear/ damage to the building.

#### **6. Damages**

Host will be held financially responsible for any damage incurred to hall, building and/or equipment and utensils in the course of the event.

#### **7. Noise**

The Jewish Life Centre is located in a residential area and we are always cautious not to cause disturbance to our neighbours. Please take care to minimize the amount of noise in the outdoor areas if you are hosting a night function. Please also consult with the Jewish Life Centre staff before confirming your choice of band, timing of event and any outdoor entertainment or seating that you may choose to have.

## 8. Halachic Observances

### *Shabbos events*

In accordance with the observance of Shabbos, no food, beverages, décor, flower arrangements etc. may be brought to or removed from the hall on Shabbos. If you have a follow-on Saturday night event, please inform your staff, event-planner and family that they will be unable to retrieve any of the food, beverages, flowers or décor from our hall on Shabbos.

Please ensure that your guests, caterers, event-planners and family are aware that no photography is allowed on Shabbos.

No parking is allowed on our premises on Shabbos.

### *Saturday night events*

Any Saturday night event must begin **no earlier** than one hour after Shabbos ends. Any setup, preparation or arrival of caterers, event coordinators, flower arrangements, décor, photographers, videographers, sound engineers, musicians etc. on the Jewish Life Centre premises may not occur until Shabbos has ended. Likewise, the parking lot and function hall will not be opened until Shabbos ends.

### *Dancing, music and singing:*

To maintain the spiritual quality of celebrating as warranted at a Jewish occasion, the Jewish Life Centre only allows gender-separated dancing as well as only male voices in music and/or live singing. By definition, therefore, we don't allow discos at functions. **By signing this contract, you accept not to have mixed dancing or female vocalists at your function.**

*Our institution strictly follows Halachah, and guests are respectfully expected to do their utmost to adhere to its letter and spirit. Thank you for your consideration.*

## 8. Summary

Our staff will help in any reasonable way to make your event a most memorable one. Please help us keep the Chabad Strathavon Jewish Life Centre a beautiful venue, and thank you in advance for respecting our policies and guidelines. If we can be of further assistance, or if you'd like to discuss any item in greater detail, please feel free to call Naomi on 071 682 1311 or email [bookings@jewishsandton.com](mailto:bookings@jewishsandton.com).

## FORM FOR HALL USE

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Name: \_\_\_\_\_

Event type: \_\_\_\_\_

Event coordinator: \_\_\_\_\_

Date and time of event: \_\_\_\_\_

Estimated number of people: \_\_\_\_\_

### 1. Kashrut and Food

Who will cater your event<sup>1</sup>? \_\_\_\_\_

Will the event be meat or dairy? \_\_\_\_\_

Who will you use as an event coordinator? \_\_\_\_\_

### 2. Hall Set-Up and Clean- Up

Please note: You are welcome to choose to use whoever you wish to set up the hall, but final clean-up must be done by the Jewish Life Centre cleaning crew.

A. When would you like to have the hall for set-up before the event<sup>2</sup>. (Please include dates and times)

\_\_\_\_\_

B. Jewish Life Centre property that you will use: (tables, chairs, tablecloths, etc.)

*Please note: There will be a cleaners' charge to use the tablecloths.*

\_\_\_\_\_

C. Who will supply beverages for your function?

\_\_\_\_\_

<sup>1</sup> We recommend that you don't tie up with any service providers before confirming that they are suitable for use at our venue.

<sup>2</sup> Please note that we will do our best to accommodate your times, contingent on other events being held in the hall.

**3. Equipment or furniture to be brought onto the premises:**

Please note any furniture, equipment, including specialised equipment (jumping castles, marquees etc.) or machinery you would like to bring on premises.

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#### 4. Damages

Please sign below that you will be responsible for any damages incurred to the building, property, equipment and/or utensils as a result of the above event.

**I/ we hereby agree to adhere to the Terms of Use of the Jewish Life Centre function hall and understand the policies regarding kashrut, dancing and acceptable entertainment. I/we also hereby undertake to be responsible for any damage incurred to the Chabad of Strathavon Jewish Life Centre premises, buildings, fixtures, fittings and/or equipment as a result of our event.**

**I/we hereby indemnify Chabad of Strathavon, the Jewish Life Centre and its employees and representatives against any damage or loss suffered by myself/ ourselves in the course of our function, during the pre-function preparation and/or the post-function clean-up.**

#### 5. Costs

Hall hire: \_\_\_\_\_

Catering: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's date: \_\_\_\_\_

#### Payment options:

EFT: Jewish Life Centre ABSA Balfour Park 406 457 3079  
(Please use your name as the reference)

Credit Card: Please send your credit card details to [office@jewishsandton.com](mailto:office@jewishsandton.com) or come in to our office to swipe your card.

**Please include proof of payment of deposit when you return this form.**