



**Established
1848**

**The centre of
Orthodox Jewry
in South Australia
for over 160 years**

Synagogue Services

Religious Studies Classes

Kosher Mini-Mart
& Gift Shop

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Certification

Hospital Visits

Sick & Elderly Home Visits

Counselling Services

Mikvah

Library

Mitzvah Campaign

Jewish Historical Archives

Religious Festival Activities

Chevra Kadisha

JUDAISM

**- not just a word
- a way of life**

ABN: 55 365 125 969

ADELAIDE HEBREW CONGREGATION INC.

APPLICATION FOR THE USE OF THE HINES HALL, SYNAGOGUE FOYER AND/OR KITCHEN

NAME _____

ADDRESS _____

Daytime Phone: _____ After Hours

Phone: _____

Purpose of Use being applied for:

Date of Use:

Is kitchen required? Yes No

If so, date/s required:

Is assistance required to set up? Yes No

I hereby confirm that I have read the Conditions for the use of the Adelaide Hebrew
Congregation facilities and agree to abide by them

Signature _____ Date: _____

OFFICE USE ONLY:

Charge (if applicable) _____

Security Officer to be present: Yes No

Approved: Yes No Approved/Rejected by:

Date of Approval/Rejection: _____

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Telephone: 61 8 8338 2922
Facsimile: 61 8 8379 0142
Email: office@adelaidehebrew.com
Website: www.adelaidehebrew.com

CONDITIONS FOR THE USE OF THE HINES HALL, KITCHEN AND SYNAGOGUE FOYER

Bookings will only be accepted on an application form. The application must be made by the person directly responsible for the use of the facility. Application forms are available from the Shule Office.

Provisional bookings will remain valid for 10 days, and must be confirmed or cancelled within that period.

The term Rabbi shall be taken to mean the Adelaide Hebrew Congregation Rabbi or his appointed nominee by the Board of Management of the AHC.

Cooking in the kitchen cannot commence before 9 am on any day. Keys must be collected from the Synagogue Office on the day.

All clearing of food, crockery, cutlery etc. And packing up must be completed on the day of the hall use. The building is to be vacated no later than midnight. If you need to use the facility later than midnight, advise the Security Co-ordinator.

The user shall contact the Shule Security Co-ordinator and inform him/her of times and dates of use. The user shall fully comply with all instructions relative to security of the complex. False alarms resulting from improper security procedures are the responsibility of the user.

The Synagogue foyer, kitchen and hall must be left in a clean and tidy condition. All food items, empty bottles and other rubbish are to be removed from the foyer and hall and the kitchen left tidy. The kitchen, hall and foyer will be cleaned by the AHC cleaners and the user invoiced for the cost.

The user is responsible for setting up before and restacking after, any chairs and tables. If a cleaner is required to assist a charge will apply. Ensure that you advise in advance exactly when the cleaner's assistance is required.

The user is responsible for any damages sustained to the premises, including all contents of the Synagogue, hall, foyer and/or kitchen areas.

There will be no access to the Synagogue proper unless by prior arrangement when booking the hall or foyer.

The secretary will not accept any bookings which conflict with any AHC use of the facility.

No responsibility is accepted for losses or damage which may occur to the user's goods or equipment.

No permanent marks or fastenings are to be made to the walls or stage. No staples, double sided tape or similar are to be used.

No equipment belonging to the kitchen may be removed from the kitchen under any circumstances. Any defective or broken equipment must be reported to the AHC office.

No catering equipment of any kind may be brought into the kitchen without approval by the Rabbi. Ladies Guild must be notified, via AHC office, if any approved equipment is brought into the kitchen.

Strict observance of Kashrut regulations is required in the kitchen, hall and Synagogue complex. The Rabbi, must be notified each time any food products are brought onto the

Shule premises. Only products approved by the Rabbi, are to be used. **The ruling of the Rabbi in all matters relating to Kashrut will be final.**

Supervision of all Kitchen use is by the Rabbi, or an independent Mashgiach approved by the Rabbi. Should the Mashgiach require remuneration, this will be an arrangement between the hiring party and the individual. AHC is not responsible for their remuneration. This cost must be budgeted for by the hiring party.

Do not alter any timer switch that controls lighting.

Fees relating to the use of the facility are to be paid within seven days of booking being accepted unless other arrangements have been made with a member of the Board of Management Executive.

No publicity of any kind may be given to a function to be held in the complex until booking arrangements have been accepted.

The user will be responsible for the payment of any laundry required as a result of their use. An account for this will be sent following the function.

Please ensure that bunting/decorations etc. do not cover the security alarm sensors.

CHARGES:

KITCHEN USE ONLY AND HALL HIRE

<u>Wedding</u>	\$500
<u>Bar Mitzvah</u>	\$500
<u>Hines Hall Hire</u>	
Private use non member	\$300
Private use member	\$125
<u>Kitchen Hire</u>	
Jewish Organizations/Members	\$60 first 3 hours
Every extra hour:	
\$10 Organizations, Private use: Members	
\$20 Private use: non-members	
\$8 Massada College/P&F	
<u>Burials</u>	
Members	\$1000
Non members	\$5000
<u>Memorial Board</u>	
Members	\$360
Non members	\$720
<u>Crockery Hire</u>	\$1 per set plus breakages
<u>Security fee</u>	\$25 per event

(If kitchen is required for food preparation etc, the above hourly rates will apply)

ANY BREAKAGES AND CLEANING MAY APPLY TO ALL USAGE

AHC KASHRUT SUPERVISION CHARGE 20.00 per hour

\$250.00 BOND is applicable for hire of the Kitchen/Hines Hall to outside caterers & non Members.

\$100 BOND is applicable for the hire of the Kitchen/Hines Hall to Organisations & Members

Key Deposit: \$ 20.00 – security access code will be provided when keys are allocated.

Board of Management
Adelaide Hebrew Congregation
(July,2010)