



YESHURUN SYNAGOGUE

VENUE HIRE MANUAL

Address

Fernhurst Gardens

Edgware

HA8 7PH

Office Telephone: 020 8952 5167

Hall Hire Co-ordinator

Richard Taylor

Mobile: 07818 452141

Email: Richard.taylor@federation.org.uk

Rabbinical Authority

Rabbi Czitron

This Manual forms part of every Hall Hire Agreement issued by Yeshurun Synagogue.

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1. WELCOME

Welcome to Yeshurun Synagogue

Thank you for considering Yeshurun Synagogue as the venue for your family celebration.

Whether you are celebrating a Bar or Bat Mitzvah, engagement, anniversary, birthday, Sheva Berachot, family gathering or other Simcha, we hope that our facilities will provide a welcoming and enjoyable setting for you and your guests.

The purpose of this Manual is to explain clearly the facilities available, the booking process, and the Conditions of Hire that apply to every event.

Our objective is simple.

We wish every Hirer to enjoy a successful and memorable occasion whilst ensuring that the Synagogue's religious standards, facilities and neighbouring community are respected.

This Manual therefore forms an important part of every Hall Hire Agreement.

We ask all Hirers to read it carefully before signing the Booking Agreement.

Should anything be unclear, our Hall Hire Co-ordinator will be pleased to assist.

On behalf of the Board of Management, thank you for choosing Yeshurun Synagogue.

We look forward to welcoming you.

The Board of Management

Yeshurun Synagogue

2. ABOUT YESHURUN SYNAGOGUE

Yeshurun Synagogue is an Orthodox Jewish congregation serving the Jewish community of Edgware and the surrounding areas.

The Synagogue seeks to provide a welcoming environment for worship, education, celebration and communal life while maintaining the highest standards of religious observance and respect for Jewish tradition.

The Hall forms an important part of the Synagogue's facilities and is made available for private functions that are compatible with the ethos of the Synagogue.

Income generated through Hall Hire contributes towards the maintenance of the Synagogue's buildings and supports its charitable activities for the benefit of the wider community.

The Board of Management are committed to ensuring that every event held within the Hall is conducted safely, professionally and in accordance with the standards expected of an Orthodox Synagogue.

Accordingly, all Hall Hire arrangements are subject to the Conditions contained within this Manual.

Our Principles

The Board of Management seek to ensure that every event:

- reflects the dignity of the Synagogue;
- complies with Orthodox Jewish practice;
- maintains the highest standards of Kashrut;
- safeguards the welfare of all visitors;
- protects the Synagogue's property;
- respects neighbouring residents;
- provides a positive experience for Hirers and guests alike.

The Board of Management reserve the right to decline any booking that they consider inconsistent with these principles.

3. VENUE INFORMATION

Address

Yeshurun Synagogue

Fernhurst Gardens

Edgware

HA8 7PH

Hall Hire Co-ordinator

Richard Taylor

Telephone:

07818 452141

Email:

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Synagogue Office

020 8952 5167

Rabbinical Authority

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Hall Capacity

Maximum permitted occupancy:

150 persons – subject to layout and configuration

This capacity includes guests, entertainers, contractors and all persons attending the Event.

The Hirer shall ensure that this limit is not exceeded.

Parking

The Synagogue does not provide on-site parking.

Guests should use lawful public parking and should park with consideration for neighbouring residents.

Vehicles must not obstruct driveways, entrances or emergency access routes.

Accessibility

The Hall includes an accessible WC.

Hirers requiring additional assistance should discuss their requirements with the Hall Hire Co-ordinator at the earliest opportunity.

Facilities Included

Unless otherwise agreed, Hall Hire includes use of:

- Downstairs Hall
 - Upstairs Meaty Kitchen (approved caterers only)
 - Downstairs Milky Kitchen (approved caterers only)
 - Toilets
 - Accessible WC
 - Projector
 - Projection Screen
 - Public Address System
 - Wi-Fi
-

4. BOOKING PROCEDURE

Booking Procedure

The Board of Management of Yeshurun Synagogue are committed to providing a straightforward and transparent booking process. The procedure described below is intended to ensure that every booking is administered consistently and that all necessary arrangements are confirmed well in advance of the Event.

A booking shall only be regarded as confirmed once all of the requirements set out in this Chapter have been satisfied.

Initial Enquiry

Prospective Hirers are encouraged to contact the Hall Hire Co-ordinator to discuss the proposed Event before making a formal booking.

At this stage, the Hall Hire Co-ordinator will normally:

- confirm whether the requested date is available;
- explain the facilities available;
- discuss the proposed nature of the Event;
- explain the Synagogue's Kashrut requirements;
- outline the payment arrangements;
- advise whether security personnel are likely to be required;
- answer any general questions regarding the Hall.

An initial enquiry does not create any contractual relationship and does not reserve the Hall.

Provisional Reservations

The Synagogue may, at its discretion, place a provisional reservation on a requested date for a limited period.

A provisional reservation:

- is not a confirmed booking;
- may be released if the required documentation or deposit is not received within the agreed period;
- may be withdrawn by the Synagogue without liability.

The Hall Hire Co-ordinator will advise the Hirer of the expiry date of any provisional reservation.

Booking Application

To apply for a Hall booking, the Hirer shall submit:

- a completed Booking Form;
- any additional information requested by the Synagogue;
- the required Booking Deposit.

The Synagogue reserves the right to request further information where necessary.

Acceptance of Bookings

Each booking is subject to approval by the Synagogue.

The Synagogue reserves the absolute discretion to decline any booking where it considers that:

- the proposed Event is inconsistent with the Orthodox Jewish character of the Synagogue;
- the Event presents an unacceptable operational or security risk;
- the required information has not been provided;
- previous bookings by the Hirer have resulted in breaches of these Conditions;
- the Hall is otherwise unsuitable for the proposed Event.

The Synagogue shall not be obliged to provide detailed reasons for declining a booking.

Confirmation of Booking

A booking shall only become binding when:

1. the Booking Agreement has been completed and signed;
2. the required Booking Deposit has been received;
3. the Synagogue has confirmed acceptance of the booking in writing.

Until written confirmation has been issued, the Synagogue shall not be under any obligation to make the Hall available.

Booking Timeline

To assist Hirers in planning their Event, the following timetable is recommended.

At the Time of Booking

- Submit the completed Booking Form.
- Pay the Booking Deposit.
- Confirm the proposed caterer.
- Read the Venue Hire Manual.

Approximately Four Weeks Before the Event

The Hirer should:

- confirm anticipated guest numbers;
- advise of any special requirements;
- confirm entertainment arrangements;
- notify the Synagogue of any suppliers attending the Event.

Approximately One Week Before the Event

The following should be completed:

- payment of the Damage Deposit;
- confirmation of arrival times;
- confirmation of caterer details;
- confirmation of access arrangements;
- confirmation of emergency contact details.

On the Day of the Event

The Hirer should:

- meet the Hall Hire Co-ordinator (or nominated representative);
- ensure suppliers understand the Conditions of Hire;
- comply with any instructions given by Synagogue representatives or security personnel.

5. Booking Agreement

The following Booking Agreement shall be completed by every Hirer.

Hirer Details

Full Name

Address

Telephone

Email

Event Details

Nature of Event

Date

Expected Attendance

Expected Arrival and Finish Times

Music to Finish

11.00 pm

Hall to be Vacated

11.30 pm

Catering

Approved Caterer

OR

Self-Catered Event

☐ Yes

☐ No

If self-catered, I acknowledge that all food must be supplied by recognised kosher establishments in sealed containers in accordance with the Synagogue's Kashrut Policy.

Charges

Hall Hire

£ _____

Booking Deposit (50%)

£ _____

Damage Deposit (25%)

£ _____

Security Charges

£ _____

Estimated Total

£ _____

Declaration by the Hirer

I confirm that:

- I have received and read the Yeshurun Synagogue Venue Hire Manual.
- I understand and accept the Conditions of Hire.
- I accept responsibility for the conduct of all guests attending the Event.
- I agree to pay all sums due in accordance with the Booking Agreement.
- I will ensure that the Event is conducted in accordance with the religious ethos of Yeshurun Synagogue.

Name of Hirer

Signature

Date

Acceptance by Yeshurun Synagogue

Booking Approved by

Position

Signature

Date

6. CONDITIONS OF HIRE

These Conditions of Hire form part of every Booking Agreement entered into between the Hirer and Yeshurun Synagogue. By signing the Booking Agreement, the Hirer agrees to be bound by these Conditions.

The Board of Management reserve the right to amend these Conditions from time to time. The version in force at the date of the Booking Agreement shall apply to the relevant Event.

Definitions

For the purposes of these Conditions:

"Synagogue" means Yeshurun Synagogue, Fernhurst Gardens, Edgware HA8 7PH.

"Board of Management" means the Board of Management of Yeshurun Synagogue or any person authorised to act on their behalf.

"Hall" means the downstairs function hall together with those facilities expressly included within the booking.

"Premises" means the Hall and those parts of the Synagogue made available to the Hirer.

"Hirer" means the individual signing the Booking Agreement and includes any person acting on their behalf.

"Event" means the function described in the Booking Agreement.

"Approved Caterer" means a caterer accepted by the Synagogue in accordance with its Kashrut Policy.

General Responsibilities

The Hirer accepts responsibility for the Event from the commencement of the Hire Period until the Hall is formally handed back to the Synagogue.

The Hirer shall ensure that:

- guests behave in a respectful and orderly manner;
- the Event complies with all Conditions of Hire;
- reasonable instructions given by Synagogue representatives are followed promptly;
- the religious character of the Synagogue is respected at all times.

The Hirer is responsible for the conduct of:

- family members;
- guests;
- caterers;
- entertainers;
- contractors;
- suppliers;
- children attending the Event.

Any breach of these Conditions by such persons shall be treated as a breach by the Hirer.

Permitted Use

The Hall shall be used only for the purpose stated in the Booking Agreement.

The booking may not be assigned, transferred or sub-let without the prior written consent of the Synagogue.

The Hall shall not be used for:

- commercial trading (unless expressly approved);
- political meetings or campaigning (unless expressly approved);
- unlawful activities;
- any purpose inconsistent with the Orthodox Jewish ethos of the Synagogue.

Hall Capacity

The maximum occupancy of the Hall is:

150 persons

This figure includes:

- guests;
- entertainers;
- musicians;
- photographers;
- caterers;
- contractors;
- children.

The Hirer shall ensure that this limit is not exceeded at any time.

The Synagogue reserves the right to require numbers to be reduced if the permitted capacity is exceeded.

Hours of Hire

Unless otherwise agreed in writing:

Music shall cease no later than **11.00 pm**.

All guests shall leave the Premises by **11.30 pm**.

This allows sufficient time for guests to depart safely and for the Hall to be secured.

The Hall shall then be returned to the Synagogue representative.

The Hirer should allow sufficient time for guests to depart in an orderly manner.

Conduct of Guests

The Hirer shall ensure that all guests conduct themselves responsibly.

In particular:

- abusive or threatening behaviour will not be tolerated;
- offensive language should be avoided;
- guests should respect Synagogue property;
- guests should comply with directions given by security personnel.

The security personnel reserve the right to require any individual behaving in an unacceptable manner to leave the Premises.

Children

Children remain the responsibility of their parents or supervising adults at all times.

Children must not:

- enter kitchens unless authorised;
- interfere with equipment;
- play with toys and furniture that belong to the Synagogue or School
- climb on furniture;
- play in corridors or entrances in a manner that creates danger or nuisance.

The Synagogue accepts no responsibility for supervising children.

Photography and Videography

Photography and video recording are permitted during private functions.

Photographers and videographers shall conduct themselves respectfully and comply with any reasonable instructions issued by the Synagogue.

The Synagogue accepts no responsibility for photographic or recording equipment brought onto the Premises.

Respect for Neighbours

The Synagogue values its relationship with neighbouring residents.

Accordingly, the Hirer shall ensure that guests:

- arrive quietly;
- depart quietly;
- do not congregate outside the Synagogue unnecessarily;
- refrain from sounding vehicle horns;
- avoid excessive noise outside the building.

Vehicles must not obstruct:

- driveways;
- emergency access routes;
- neighbouring properties.

Failure to comply with this Condition may affect future bookings.

Smoking and Vaping

Smoking and vaping are prohibited inside the Premises.

Alcohol

Only kosher alcoholic beverages may be served at the Event.

The Hirer shall ensure that alcohol is consumed responsibly.

The Synagogue reserves the right to require alcohol service to cease if, in the reasonable opinion of the security personnel, continued service is creating a risk to safety, property or the orderly conduct of the Event.

The Hirer remains responsible for the behaviour of any guest who has consumed alcohol.

Music and Entertainment

Entertainment is welcomed, provided it is appropriate to the nature of the Event and consistent with the Synagogue's ethos.

The Hirer shall ensure that:

- music ceases by **11.00 pm**;
- sound levels remain reasonable;
- entertainers comply with instructions issued by the Synagogue or its representatives.

The Synagogue reserves the right to require the volume of amplified music to be reduced where necessary to avoid disturbance or protect equipment.

Decorations

The Synagogue encourages tasteful decoration of the Hall.

The following are permitted:

- balloons;
- floral arrangements;
- battery-operated LED candles.

The following are prohibited unless specifically authorised in writing:

- naked flames;
- wax candles;
- fireworks;
- pyrotechnics;
- smoke or fog machines;
- glitter;
- decorations that may damage walls, ceilings, furniture or fittings.

Decorations shall be removed by the Hirer at the conclusion of the Event unless otherwise agreed.

Kashrut Policy

Yeshurun Synagogue is an Orthodox Jewish Synagogue and the observance of Kashrut is fundamental to the use of its facilities.

All food and drink brought onto the Premises must comply with the Synagogue's Kashrut requirements.

Failure to comply with this policy shall constitute a serious breach of these Conditions of Hire.

Approved Caterers

Only caterers operating under the supervision of one of the following Kashrut authorities shall be permitted to cater within the Synagogue:

- Federation of Synagogues Kashrut Division
- London Beth Din (KLBD)
- Kedassia

The Synagogue reserves the right to request evidence of current Kashrut supervision.

Kitchen facilities shall only be made available to Approved Caterers.

The Synagogue may refuse access to any caterer who does not satisfy these requirements.

Self-Catered Events

Where the Synagogue agrees to a self-catered event, all food brought onto the Premises must:

- originate from recognised kosher establishments;
- be delivered in sealed containers bearing the appropriate kosher certification;
- remain sealed until opened at the Synagogue.

Home-prepared food shall not be permitted.

The Hirer shall be responsible for ensuring that all food complies with these requirements.

Alcohol

Only kosher alcoholic beverages may be served.

The Synagogue reserves the right to request evidence that alcoholic beverages are kosher.

Kitchens

The Synagogue maintains separate meaty and milky kitchens in accordance with Orthodox Jewish practice.

These kitchens are an important communal resource and must be treated with particular care.

Kitchen facilities shall only be used by:

- Approved Caterers; or
- persons specifically authorised by the Synagogue.

The Hirer shall ensure that unauthorised persons do not enter the kitchens.

Kitchen Equipment

Kitchen equipment shall not be removed from the Premises.

Any breakage or damage shall be reported immediately.

Equipment shall be left clean and in its proper place.

Deliveries

Deliveries should be arranged in advance with the Hall Hire Co-ordinator.

Delivery vehicles must not obstruct neighbouring properties or emergency access routes.

All deliveries should be completed in an orderly manner with minimal disruption.

Security

The security of all persons attending the Event is of paramount importance.

The Synagogue shall arrange for suitably qualified and CST approved security personnel to attend where required.

The cost of such security shall be charged to the Hirer.

Security personnel act on behalf of the Synagogue.

The Hirer and guests shall comply with any reasonable instructions issued by security personnel.

The Hirer shall not appoint alternative security personnel without the prior written consent of the Synagogue.

Care of the Premises

The Hirer shall exercise reasonable care throughout the Event.

The Hirer shall not:

- damage walls or ceilings;
- move heavy furniture without permission;
- misuse equipment;
- interfere with electrical installations;
- obstruct exits;
- misuse fire safety equipment.

Any damage should be reported immediately.

Cleaning

The Synagogue will undertake the final cleaning of the Hall following the Event.

However, it is the responsibility of the Hirer to ensure that the Hall is left in a tidy condition.

This includes:

- removing personal belongings;
- placing rubbish into the designated bins or removing it from the Premises;
- ensuring that decorations are removed;
- leaving tables and chairs in a generally orderly condition;
- ensuring that spillages are reported promptly.

Where the Hall has not been left in a reasonably tidy condition, the Synagogue reserves the right to charge the Hirer the reasonable cost of additional cleaning.

Such charges may be deducted from the Damage Deposit.

Equipment

Projector, screen, PA system and Wi-Fi are made available in good faith.

The Synagogue cannot guarantee uninterrupted operation of electrical or electronic equipment.

The Hirer shall not attempt to repair or modify any equipment.

Any faults should be reported immediately.

Damage

The Hirer shall be responsible for any loss or damage caused by:

- the Hirer;
- guests;
- contractors;
- entertainers;
- caterers;
- suppliers.

This includes damage to:

- buildings;
- furniture;
- fixtures;
- fittings;
- kitchens;
- equipment;
- decorations;
- flooring.

The Synagogue reserves the right to recover the reasonable cost of repair or replacement.

Insurance

The Synagogue maintains insurance in respect of the Premises and its own legal liabilities.

This insurance does not extend to:

- the Hirer;
- guests;
- caterers;
- entertainers;
- contractors;
- suppliers; or
- their personal property.

The Synagogue accepts no responsibility for loss or damage to personal belongings brought onto the Premises.

Hirers arranging high-value events are encouraged to obtain their own event insurance.

Liability

Nothing within these Conditions shall exclude liability for death or personal injury resulting from negligence where such exclusion is prohibited by law.

Subject to the above, the Synagogue's liability arising from the hire of the Hall shall be limited to the amount of the Hall Hire Charge actually paid.

The Synagogue shall not be liable for indirect or consequential losses.

Lost Property

Property left on the Premises following an Event may be retained for a reasonable period.

The Synagogue accepts no responsibility for items not collected.

Unclaimed property may be disposed of after an appropriate period.

7. Charges and Payments

The current Schedule of Charges is determined by the Board of Management and may be revised from time to time.

Booking Deposit

A Booking Deposit equal to **50% of the Hall Hire Charge** shall be payable when the booking is made. This deposit is non-refundable in the event that the booking is cancelled less than 28 days prior to the event.

The booking will not be confirmed until this deposit has been received.

Damage Deposit

A Damage Deposit equal to **25% of the Hall Hire Charge** shall be paid before the Event.

The Damage Deposit is intended to cover:

- damage to the Premises;
- excessive cleaning;
- additional costs reasonably incurred by the Synagogue arising from the Event.

Where no deductions are required, the unused Damage Deposit may be credited against the final balance due.

Security Personnel

The safety of all users of the Synagogue is of paramount importance.

Security personnel will be appointed by the Synagogue where required.

Only security personnel approved by the Synagogue will be engaged.

The cost of providing security personnel shall be charged to the Hirer in addition to the Hall Hire charge.

The Hirer shall not appoint alternative security personnel without the prior written approval of the Synagogue.

Final Invoice

Following the Event, the Synagogue will issue a final invoice setting out:

- the Hall Hire balance;
- security charges;
- any agreed additional charges;
- any deductions or credits relating to the Damage Deposit.

The balance shall be paid within **14 days** of the date of the invoice.

Late Payment

If payment is not received within the specified period, the Synagogue reserves the right to:

- issue reminder notices;
- recover reasonable costs associated with collection of the debt;
- decline future bookings until all outstanding sums have been paid.

8. Cancellation

Cancellation by the Hirer

The Hirer should notify the Synagogue immediately if an Event is cancelled.

The Board of Management reserve the right to retain all or part of the Booking Deposit having regard to:

- costs already incurred;
- administrative expenses;
- the likelihood of re-letting the Hall.

Cancellation by the Synagogue

The Synagogue reserves the right to cancel a booking where:

- circumstances beyond its control prevent the Hall being used safely;
- the Hirer commits a material breach of these Conditions;
- information supplied by the Hirer is materially inaccurate;
- the Event is considered likely to bring the Synagogue into disrepute.

Where cancellation occurs for reasons beyond the Hirer's control, any monies paid (other than costs already incurred on the Hirer's behalf, where agreed) shall normally be refunded.

Force Majeure

Neither party shall be liable for failure to perform its obligations where such failure results from circumstances beyond its reasonable control.

Such circumstances include, but are not limited to:

- fire;
- flood;
- severe weather;
- power failure;
- acts of terrorism;
- civil disorder;
- pandemic restrictions;
- governmental action.

Where practicable, the parties shall seek to agree an alternative date before considering cancellation.

8. Legal Provisions

Data Protection

The Synagogue processes personal information solely for the purposes of administering Hall Hire bookings, arranging security, communicating with Hirers and complying with legal obligations.

Personal information will be handled in accordance with applicable UK data protection legislation and the Synagogue's Privacy Policy.

Entire Agreement

The Booking Agreement, together with this Venue Hire Manual and any written amendments agreed by the Synagogue, constitute the entire agreement between the parties.

No Waiver

Failure by the Synagogue to enforce any provision of these Conditions shall not constitute a waiver of its rights.

Any waiver shall only be effective if made in writing.

Severability

If any provision of these Conditions is held to be unlawful or unenforceable, the remaining provisions shall continue in full force and effect.

Governing Law

These Conditions shall be governed by and interpreted in accordance with the laws of England and Wales.

Any dispute arising from the hire of the Hall shall be subject to the exclusive jurisdiction of the courts of England and Wales.

HIRER'S DECLARATION

I confirm that:

- I have read this Venue Hire Manual.
- I understand the Conditions of Hire.
- I agree to comply with them.
- I accept responsibility for all persons attending the Event on my behalf.
- I understand that failure to comply with these Conditions may result in additional charges or termination of the Event.

Name of Hirer: _____

Signature: _____

Date: _____

ACCEPTANCE ON BEHALF OF YESHURUN SYNAGOGUE

Booking Approved By:

Name: _____

Position: _____

Signature: _____

Date: _____

10. FREQUENTLY ASKED QUESTIONS

Can we visit the Hall before booking?

Yes. Viewings can usually be arranged by appointment with the Hall Hire Co-ordinator.

Can we decorate the Hall before the Event?

Yes, subject to prior agreement regarding access times and provided that decorations comply with the Venue Hire Manual.

May we use our own caterer?

Only if the caterer is supervised by one of the following Kashrut authorities:

- Federation of Synagogues
 - London Beth Din (KLBD)
 - Kedassia
-

May we prepare our own food?

No.

Can we use the kitchens?

Kitchen facilities are available only to Approved Caterers or persons specifically authorised by the Synagogue.

May we bring alcohol?

Yes.

Only kosher alcoholic beverages may be served.

Can we use candles?

Battery-operated LED candles are welcome.

Naked flames and wax candles are not permitted.

May children attend?

Absolutely.

Children are very welcome but remain the responsibility of their parents or supervising adults throughout the Event.

What time must the Event finish?

Music must finish by **11.00 pm**.

The Hall must be completely vacated by **11.30 pm**.

Is parking available?

There is no on-site parking.

Guests should use lawful public parking and be considerate of neighbouring residents.
