

GIFFNOCK NEWTON MEARNS SYNAGOGUE
(222 FENWICK ROAD, GIFFNOCK G46 6UE)
SCOTTISH CHARITY NUMBER SC049806
GENERAL BOOKING FORM

| | |
|---|---|
| NAME | |
| ADDRESS | |
| DAYTIME TELEPHONE | |
| MOBILE | |
| E-MAIL | |
| ARE YOU A FULL MEMBER OF GIFFNOCK & NEWLANDS HEBREW CONGREGATION? | YES/NO (PLEASE DELETE AS APPLICABLE) |
| DAY & DATE OF FUNCTION | |
| NUMBER OF PEOPLE EXPECTED | |
| START & END TIMES | |
| TYPE OF HIRE | SYNAGOGUE / CHUPAH / HALL/ RECEPTION AREA (PLEASE DELETE AS APPLICABLE) |
| TYPE OF FUNCTION | MARRIAGE / LUNCH / DINNER / MEETING / SOCIAL / BARMITZVAH OR BATMITZVAH/OTHER? IF OTHER – PLEASE SPECIFY _____ (PLEASE DELETE AS APPLICABLE) |
| IS KITCHEN REQUIRED? | YES/NO (IF YES PLEASE COMPLETE NEXT SECTION) |
| CATERING – PLEASE ADVISE NAME OF CATERER. | ALL FOOD & DRINK MUST BE STRICTLY KOSHER. ONLY CATERERS UNDER SUPERVISION WILL BE PERMITTED. |
| DEPOSIT | A DEPOSIT OF 25% IS REQUIRED WITH THIS BOOKING FORM. FULL PAYMENT MUST BE MADE 4 WEEKS BEFORE THE FUNCTION. PLEASE NOTE THAT A £50 ADMIN FEE WILL BE RETAINED SHOULD YOU CANCEL YOUR EVENT. |
| SECURITY | ALL EVENTS MUST HAVE SECURITY. CHARGES WILL BE LEVIED AT THE RATE OF UP TO £20 PER HOUR AND WILL BE INVOICED AFTER THE EVENT TO DETERMINE HOW MANY HOURS HAVE BEEN COVERED. |
| START & END TIMES OF SECURITY (eg 15 minutes before & after event) | |
| SIGNED | |
| DATE | |

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SCALE OF CHARGES

For the avoidance of doubt, the definition of a MEMBER is a current full member (NOT an associate) of GNMS. A member requires to have their Synagogue fees fully paid or being paid by Standing Order.

| | MEMBER | NON-MEMBER |
|--|---------------|-------------------|
| HIRE OF HALL including Reception area and kitchen | £640 | £1600 |
| HIRE OF RECEPTION AREA (4 hour booking) | | |
| INCLUDING KITCHEN | £300 | £400 |
| EXCLUDING KITCHEN | £200 | £300 |
| ADDITIONAL HOURS (inc set up and clear down) - £25/hour | | |

LETTING TERMS AND CONDITIONS

HALL

- The rental of the hall on the day of the function is from 9am – 12.30am with 1.1/2 hours thereafter for clearance. The hall must be vacated by 2am.
- Should access be required earlier than 9am, then a charge of £50 per hour will apply.
- Should access be required for any day other than mentioned above, (for set up etc), then a charge of £250 per day (or any part of) will apply.
- The kitchens will normally be available with the Hire of the hall when the caterer is under the supervision of the Synagogue Rabbi and/or the West of Scotland Kashrus Commission.
 - If you do not require the kitchens with hire of the hall (ie cold platters are being provided by your caterer) you will still require supervision of the Synagogue Rabbi and/or the West of Scotland Kashrus Commission. You will be invoiced separately for this supervision.
- It is the responsibility of the person renting the Hall, to advise the Synagogue office of the Caterer, and the office will advise on the availability of the kitchens. Should the caterer change, then the Office must be advised and the use of the kitchens re-confirmed in writing. **IF CATERER REQUIRES THE USE OF SHUL'S CROCKERY, CUTLERY AND GLASSES – A CHARGE OF £100 WILL BE MADE.** It is the responsibility of the caterer/lessee to ensure that all crockery etc., is fully cleaned and returned to the storage area under the Caretaker's supervision. **IF SHUL'S TABLECLOTHS ARE USED A CHARGE FOR LAUNDRY WILL BE MADE.**

RECEPTION AREA

- The hire of the Reception Area and associated hire charge is for a 4 hour window. If additional hours are required for set up and clear up of the event, they will be charged at £25 per hour. This will be confirmed after the event.
- The kitchens are normally available with the Hire of Reception area when the caterer is under the supervision of the Synagogue Rabbi and/or the West of Scotland Kashrus Commission. **IF CATERER REQUIRES THE USE OF SHUL'S CROCKERY, CUTLERY AND GLASSES – A CHARGE OF £100 WILL BE MADE. IF SHUL'S TABLECLOTHS ARE USED A CHARGE FOR LAUNDRY WILL BE MADE.** It is the responsibility of the caterer/lessee to ensure that all crockery etc., is fully cleaned and returned to the storage area under the Caretaker's supervision.
- If you do not require the kitchen with hire of the Reception Area (ie cold platters are being provided by your caterer) you will still require the supervision of the Synagogue Rabbi and/or the West of Scotland Kashrus Commission. You will be invoiced separately for this supervision.

GENERAL

Whereby the organiser of the event cancels their booking, a £50 administration fee will be retained from the deposit/balance paid to the Shul.