



VENDOR CONTRACT For use of building facilities

Company: _____

Contact Person: _____

Type of Function: _____

Date of Event: _____

Congregant Name: _____

Arrival Time: _____ Start Time: _____ End Time: _____ Breakdown Time: _____

Vendors working functions at Am Shalom will be assessed a \$250 non-refundable vendor's fee. This fee, along with this contract, must be submitted to Am Shalom no less than two weeks prior to the event. The purpose of this fee is to assist with facility wear and tear, upkeep of dishware, flatware and glasses, maintenance overtime and general kitchen and building upgrades. **Vendors will be responsible for following Am Shalom's rules and regulations, including removing trash generated from the event from the premises, and leave the building in the same condition it was upon arrival.**

Special Requests/Set-up Instructions:

Please return a signed copy of this form, with \$250 fee, to the temple office as soon as possible.

Please make sure Am Shalom has your current Certificate of Insurance on file.

Applicant

Address

Applicant Signature

Date

Agreed by Am Shalom

Date