



Event Rental form at DJCC or DJEC

**Rental Price: Non DJCC Members: \$1000
DJCC Members Price: \$360**

For Financial assistance or other arrangements speak to Devorah.

Facility rental price includes: use of our tables, chairs, linens, centerpieces, dishes, silverware, chaffing dishes and other miscellaneous items we own.

It does NOT INCLUDE set up or clean up fee.

Event Date:
Time:
Rain Date:
Facility: Please circle: DJCC 900 E Broward or DJEC 1012 E Broward
Please fill out separate forms for each facility.
Event Name:
Type of Event:
Contact person:
Phone Number
Email Address:
Amount of guests expected:
Adults:
Children:
Are you using a party planner? Please indicate:
Start Time: End time:
Set up time:
Break Down Time:
Parking: Valet Company?
Entertainment Company Type of entertainment: Name: Number:
DJ / Music Company Name Number:

Caterer 1: Please attach menu
Delivery date and time:
Caterer 2: Please attach menu
Delivery date and time:
Wine or alcohol provided by:
Delivery date and time:
Waiters: Y / N Bartenders: Y / N
How many: Company:
Cost through DJCC: \$20 per hour, min 6 hours
Clean up Crew Mandatory
Cost of Clean up crew \$15 per hour to DJCC Minimum 5 hours: \$75
Meat or Dairy Menu: M/D
Indicate how many needed:
Your set up crew/ event planner and or caterer is responsible for set up / breakdown and décor of tables:
Tables:
Round 60":
Rectangular 8 ft.:
Rectangular 4 ft.:
Chairs:
Linens:
Napkins:
Vases and Décor: be specific: <i>A fee of \$20 per vase/centerpiece will be charged for any broken or damaged vases</i>
Dishes:
Wine Glasses:
Silverware:
Miscellaneous items needed from DJCC

<input type="checkbox"/> Stirnos
<input type="checkbox"/> Chafing Dishes
<input type="checkbox"/> Bowls
<input type="checkbox"/> Platters
<input type="checkbox"/> Serving ware
<input type="checkbox"/> Vases
<input type="checkbox"/> Glasses
<input type="checkbox"/> Pitchers
<input type="checkbox"/> Water urn
<input type="checkbox"/> Coffee tea
<input type="checkbox"/> Salt & Pepper Shakers
<input type="checkbox"/> Other
<input type="checkbox"/> Other
<input type="checkbox"/> Other

Miscellaneous Equipment:

<input type="checkbox"/> Microphone
<input type="checkbox"/> Podium
<input type="checkbox"/> Projector
<input type="checkbox"/> Screen
<input type="checkbox"/> Sound system
<input type="checkbox"/> Music
<input type="checkbox"/> Curtains
<input type="checkbox"/> Décor
<input type="checkbox"/> Other
<input type="checkbox"/> Other

Comments:

Please attach set up diagram:

Total Amount due to DJCC:

Rental fee:

Clean up crew:

Waiters:

Broken damaged items:

Other:

	Total:
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Signed by:
Date:
Signed by:
Date: