

WESTCHESTER JEWISH CENTER  
Rockland & Palmer Avenues  
Mamaroneck, N.Y. 10543  
Tel: 914-698-2960 Fax: 914-698-3610

**ROOM SPACE RESERVATION REQUEST - 2011**

I (we) \_\_\_\_\_ wish to reserve the facilities of the Westchester Jewish Center (WJC) for the occasion and date(s) described below:

This request is not guaranteed until confirmed in writing by WJC's Executive Director.

**This form needs to be accompanied by a deposit check of \$1,222.**

Party Fees:

- \$2,445 up to 100 guests for social hall, reception room, & activity center
- Plus \$ 875 - 100 to 200 guests for social hall, reception room, & activity center
- Plus \$2,185 - 200 to 300 guests for social hall, reception room, & activity center
- Plus \$3,280 - more than 300 guests for social hall, reception room, & activity center
- \$1205 - up to 100 guests for reception room only
- \$ 800 - up to 100 guests activity center only. Please note this rate is not for BM parties but for parties running less than 3 hours.
- \$ 530 - up to 50 guests ½ activity center only. Please note this rate is not for BM parties but for parties running less than 3 hours.

In addition there is a kitchen use fee of \$215 charged to the caterer.

Date(s) to be reserved \_\_\_\_\_ Number of people expected \_\_\_\_\_ (approx.)

And \_\_\_\_\_ Number of people expected \_\_\_\_\_ (approx.)

Starting Time \_\_\_\_\_ (approx.) Ending Time \_\_\_\_\_ (approx.)

And

Starting Time \_\_\_\_\_ (approx.) Ending Time \_\_\_\_\_ (approx.)

Will Food Service &/or Catering be required? Yes \_\_\_\_\_ No \_\_\_\_\_

Firm name of caterer: \_\_\_\_\_ Tel. # \_\_\_\_\_

Type of Food Service required: Dinner \_\_\_\_\_ Luncheon \_\_\_\_\_ Kiddush \_\_\_\_\_

Occasion: Bar/Bat Mitzvah \_\_\_\_\_ Other \_\_\_\_\_ (describe below)

I (we) agree to the fees and charges as set forth by the WJC, and further agree to abide by the building rules and regulations set forth by the WJC. I (we) understand that all evening parties may not go past 1:00A.M., all catering load out must be through the front of the building after midnight, and party decorations must be approved by the Executive Director at least three months in advance.

**Non-refundable Deposit of \$1,222\* is Enclosed** \_\_\_\_\_ \* for the Social Hall/Gym,  
Reception Room, & Activity Center

\*Rental Fee balance to be determined 2 weeks prior to the date of the event & full payment must be received 10 days prior to the event.

Agreed to by: \_\_\_\_\_

Accepted on behalf of WJC:

By \_\_\_\_\_ Position \_\_\_\_\_

Date \_\_\_\_\_

(Signature)