Policies & Procedures

Reservations:
• Reserved dates are not confirmed until the signed Facilities Use Agreement and non-refundable room rental deposit (50% of fee) have been received.
• The balance (50%) of the rental fee is due thirty (30) days prior to the date of the event.
• If a signed contract and deposit have not been received, and another group requests the facility for the same date, the first party will be contacted and given two (2) working days to send in an executed Agreement and deposit.

Security Deposit:
• The security deposit is due (30) days prior to the event. Expenses, damages, loss or cleaning charges incurred by JCCSF will be deducted and the balance refunded within ten (10) business days following the rental period provided the premises are left in the same condition as when they were rented.

<table>
<thead>
<tr>
<th>Security Deposits for Specific Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kanbar Hall</td>
</tr>
<tr>
<td>$1,000</td>
</tr>
<tr>
<td>Beit Midrash/Adult Lounge</td>
</tr>
<tr>
<td>$200</td>
</tr>
<tr>
<td>Fisher Family Hall East or West</td>
</tr>
<tr>
<td>$500</td>
</tr>
<tr>
<td>Oval Conference Room 312</td>
</tr>
<tr>
<td>$200</td>
</tr>
<tr>
<td>Gallanter Family Hall</td>
</tr>
<tr>
<td>$250</td>
</tr>
<tr>
<td>Conference &amp; Classrooms</td>
</tr>
<tr>
<td>$200</td>
</tr>
</tbody>
</table>

Event Hours:
• The usage of a room is for a specific duration detailed in the Facilities Use Agreement. Any extension of time beyond these hours requires written preapproval and will be billed at an hourly rate.

Extended Hours:
• Client may be billed for overtime if Client, Caterer or other vendor is on JCCSF Premises beyond contracted usage period. Special arrangements must be made with JCCSF by Client, Caterer and any other vendor contracted by the Client no later than two (2) weeks prior to the date of event. All overtime must be requested in advance, and is subject to approval by JCCSF staff.
• Client agrees to pay $300 per hour for each additional hour of overtime.
• Client agrees to pay $250 per half hour for all unplanned or unapproved overtime.

Kitchen Fee:
• All caterers that use the JCCSF kitchen for an event are subject to a kitchen fee. JCCSF will bill the Caterer after the event.
• If Client selects a caterer not listed on the recommended list, a caterer supervision fee and kitchen fee will be charged by the JCCSF, directly to the Client. Please contact the Private Events Department for the schedule of fees.

JCCSF Kashrut Policy:
• All caterers working at the JCCSF must observe the JCCSF Kashrut Policy: No pork or shellfish are allowed to be served at the JCCSF.
• Additional restrictions may apply during Passover.

Certificate of Liability Insurance:
• Users are required to provide a Certificate of Liability Insurance for all events for 20 people and more.
• Event insurance limits: $1,000,000 per occurrence and $2,000,000 aggregate. For a quote visit, onebeaconentertainment.com or call 1.800.507.8414. Policy # GL04186-00. Facility ID code: 4186-000.

Pricing in effect through 6/30/16. Subject to change without notice.

For more information on hosting your next event at the JCCSF, call Private Events at 415.292.1269.
Policies & Procedures

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