



DJCC Event Rental Form

Family information:

Name: _____

Phone: _____

Email: _____

Contact Person: _____

Event planner: _____

DJCC Event planner: _____

Event information:

Name of Event: _____

Event Date: _____

Rain date: _____

Event time: _____

Facility for rent:

Please fill out separate forms for each facility

- DJCC 900 E Broward Blvd
- DJEC 1012 E Broward Blvd

Guests:

Amount of guests

Adults: _____

Children 0-3 _____ children 3-12 _____

Food:

Your caterer is responsible for heating, serving, setting and clearing of all food. Please indicate who your caterer is:

DJCC in house caterer.

Caterer 1 _____

Caterer 2 _____

Please attach menu

Dairy

Meat

Parev

Wine

Desserts

Other _____

Delivery date & Time : _____

Set up & Decorations:

Tables and chairs will be put out for you by DJCC

All other set up e.g; tablecloths, setting tables, centerpieces, food, buffet etc. are up to you and your hired staff.

Set up date: _____

Set up time: _____

Caterer set up

DJCC set up – there will be an hourly rate of \$50 per hour for set up by DJCC (2 pple)

Family set up

Waiters {we recommend to use the waiters from Aroma and pay them directly, however you can use from company of choice}

Bar tenders

DJCC waiters \$20 hour minimum 6 hours

Break down:

Break down time:

All clean up must be done on day of event.

- Waiters/ party clean up crew are responsible to:
- remove linens
- put away all food
- clear the main rooms of large debris and food.
- All items including; linens, centerpieces and any personal items, must be removed from premises when event is over.
- If any of DJCC centerpieces were used they must be counted, checked for damage and put away.
- Put away all rented items in appropriate place

**DJCC mandatory clean up crew comes in after event is over
Mandatory min charge \$150**

Parking

- Valet
- VSY parking lot
- Self park

Entertainment

Type of entertainment:_____

Name:_____

Number:_____

Insurance:_____

Type of entertainment:_____

Name:_____

Number:_____

Insurance:_____

Items included in rental fee:

please check what you would like to use and indicate the amount

- Tables – 60' round
- Tables 8 foot rectangular
- Tables 4 foot rectangular
- Chivalri chairs
- Meat appetizer plate
- Meat entre plate
- Meat bowl
- Meat silverware
- Dairy appetizer plate
- Dairy entre plate
- Dairy soup bowl
- Dairy silverware
- Wine glasses
- Dairy coffee cups
- Stirno racks
- Coffee urn
- Bowls
- Platters
- Bread baskets
- Salt pepper shakers
- Salad bowls
- Serving ware
- Podium

Items not included in rental fee:

Please indicate which items you want to rent from DJCC

- Linens: \$10 per tablecloth _____
- Napkins: .50 cents per napkin _____
- Vases: \$5 per large vase _____ \$2.50 small _____
- Microphone \$25
- Projector \$50
- Bose sound system \$50
- Other centerpiece items _____
- Other items _____

Rental fee:

Non-Members \$1000

Members \$360

Clean up fee \$150

Rental items total: _____

Total due: _____

Deposit: \$250

Credit card info: OR Check number : _____

Name on card: _____

Address: _____

Card number: _____

Exp: _____ CVV _____

A damage fee will be assessed and deducted for any broken or damaged item from your event

Notes:

Draw layout of room set up on reverse