1. **Purpose**

The purpose of this procedure is to define the rules for holding private events in restaurants within the Weizmann Institute of Science (hereinafter: "the Institute") campus and manner of booking.

2. **Definitions**

Event – a private event held by an employee for any of the following family members: spouse, child, parents and grandchildren (including an event with guests from outside).

3. **Method**

Events can be held in the Institute's restaurants outside the restaurant's normal working hours and with the consent of the Institute's Restaurants Coordinator and the restaurant's operator.

3.1. For a private event, the booking employee ("the customer") will be charged as follows:

3.1.1. Hiring cost of NIS 1,000 + VAT (hereinafter: "the hire check").

3.1.2. The customer will deposit with the Institute a security check made out to the Weizmann Institute of Science for NIS 2,000 to secure compliance with the obligations specified in sections 4.1-4.4 below (hereinafter: "the security check").

3.1.3. For an event with 100 or more guests, the customer will pay NIS 200 + VAT, to be added to the hire check to cover the cost of security.

3.2. The booking will be made by sending the Event Booking Form (Appendix A to this procedure) by email to zohar.oudi@weizmann.ac.il or by fax to 08-9344170. On receipt of a conditional approval for the event, the customer must present the form to the receipts team in the Finance Division, for payment purposes. The hire check and the security check will be given to the receipts team bearing date of the event as the payment date.

3.3. Final confirmation of the event, signed by the Institute's Restaurants Coordinator, will only be given on presentation of confirmation that the hire check and security check have been deposited as per sections 3.1.1 and 3.1.2 above.

3.4. The security check is intended to ensure that the terms of the booking are fully complied with, and if there are no breaches of any of these terms, the check will be returned to the customer one week following the date of the event. As stated, the security check will be returned by the receipts team only on receipt of written authorization to release the check from the Institute's Restaurants Coordinator. The authorization will be mailed to receiptsteam@weizmann.co.il.

3.5. If any damage is caused due to a breach of the customer's obligations by anyone acting on his/her behalf as specified in sections 4.1-4.4 below, the customer must pay the Institute the actual cost of such damage, as determined by the head of the Building & Engineering Division or his representative. If the customer fails to pay the cost of the damage within 7 days of the Institute's written demand, the Institute may collect the cost of the damage by depositing the security check. If the actual cost of any damage caused is less than the amount of the security check, the Institute will reimburse the customer for the balance. If the actual cost of the damage
is more than the amount of the security check – the customer will be required to pay the Institute the full amount following the Institute's first written demand.

3.6. In the event of a breach of the customer's obligations as per sections 4.1-4.4 of this procedure, the customer will be required to pay the Institute agreed compensation of NIS 2,000. If the customer fails to pay the compensation within 7 days of the Institute's written demand, the Institute may collect the agreed compensation by depositing the security check.

3.7. Playing music or causing any noise such as by community singing and so forth is completely forbidden, except with explicit prior written permission from the Restaurants Coordinator to play specific music (for example, performances on instruments such as: violin, flute, harp, piano etc. – without amplification; choral singing – without amplification, and so on).

3.8. In view of the Institute's special character, it is clarified that the Institute does not lend its facilities and grounds, including its restaurants, for events which at its sole discretion include content that is unsuitable and/or controversial and/or could offend the public and which are in its opinion unsuitable for holding in the Institute's grounds. The Institute may refuse to approve the event and/or cancel it if it finds that the event includes such content, and the customer shall not be entitled to any compensation and/or relief whatsoever.

3.9. **Parking arrangements**: shall be arranged with the Security Division.

3.10. **Ordering refreshments**: details of the event will be agreed with the restaurant operator (hereinafter: "the Operator"). Responsibility for the food to be served rests entirely with the Operator and the Institute shall have no responsibility whatsoever for anything relating to the refreshments, including the quality and quantity of the food that the customer orders from the Operator for the event.

3.11. Event dates:

3.11.1. Events may be held on Tuesdays or Fridays only.

3.11.2. Events on Tuesdays will end no later than 23:00. Events on Fridays will end no later than 15:00 in the winter (November-March) and no later than 16:00 in the summer (April-October).

3.11.3. The starting time for events is different in each restaurant, and is subject to the Operator's consent, and in any case will not be during the Restaurant's opening hours.

4. **Responsibility**

4.1. The person booking the event will be solely and fully responsible for any damage of any kind caused by him/herself and/or by anyone acting for him/her and/or by any family members and/or guests invited by him/her, to the building, its contents, the gardens and/or any other damage, of any kind whatsoever, to any person and/or property during the event and/or in connection therewith and/or as a result thereof.

4.2. It is forbidden to put up signs to direct guests within the Institute's grounds.

4.3. At the end of the event, the customer must leave the place and its surroundings clean and tidy, whether through the Operator or by himself. The customer will be solely responsible for
ensuring that the agreement with the Operator includes a clause stating responsibility for cleaning the location after the event, and he must show the Institute a copy of this agreement. The said agreement must also stipulate that the Operator will be responsible for cleaning the place after the event, including the bathrooms, the grounds and the elevator. Cleaning includes removing any garbage to the appropriate receptacles.

4.4. It is clarified that there could be problems with the air conditioning, electricity and water systems during the event. The Institute shall bear no responsibility for such problems, or for any consequential damage. The Institute will make its best efforts to prevent such problems.

4.5. By signing the Event Booking Form (Appendix A), the customer indicates his consent and undertaking to comply with all the terms and conditions specified above.

5. **Appendices**

5.1. Event Booking Form
Appendix A: Event Booking Form

1. Subject to the contents of the Procedure: Booking Private Events in Restaurants (hereinafter: "the Procedure") which I have received, I hereby wish to book the ______________ restaurant for a private event as follows: day: _______________ date: _______________ from ___________ to ___________ (estimated times).
   Purpose of the event: ____________________________________ No. of guests: ________

2. Attached is confirmation of the deposit with the Institute of a check for the hire fee and the security check.

3. I hereby undertake to pay the costs of security if the head of the Security Division decides to place guards at the event.

4. I confirm that I have read the Procedure attached to this Form and I confirm and consent to all the terms and conditions specified in the Procedure and undertake to comply with them.

Booked by: Forename: ________________ Surname: ________________
ID no. ________________ Department: ________________ Extension: ________
Home telephone: ________________ Mobile phone: ________________
Email: ________________ Form completed on ________________
Customer's signature: ______________________

Name of operator providing food at the event: ______________________
The Operator assumes responsibility for cleaning the location, the bathrooms, the grounds and the elevator (if any in the restaurant) at the end of the event and also to protect the Institute's equipment and property.¹

Operator's signature (and stamp): ______________________
Date of signature: ________________

Conditional approval of the event by the Institute's Restaurant Coordinator (by fax to 08-9344170 or by email to zohar.oudi@weizmann.ac.il).

Approved by: ______________________ Signature: ______________________ Date: ________________

Final approval of the event by the Institute's Restaurant Coordinator (by fax to 08-9344170 or by email to zohar.oudi@weizmann.ac.il).

Approved by: ______________________ Signature: ______________________ Date: ________________

Telephone for clarifications: Zohar Oudi, 4255, 054-2638918

Copies: 1. The Operator. 2. Security (fax 4997)

¹ Attach a copy of the agreement with the Operator as stated in section 4.3 of the Procedure.