

# Kitchen Use/Kashrut Policy

## Kitchen Use

The kitchen is located on the first floor across from the Oneg Room. The kitchen is equipped with three ovens (a double oven and a free-standing range) as well as a refrigerator, sink, garbage disposal, microwave, and dishwasher. Some refrigerator and freezer space is usually available for events.

Caterers are permitted to use the kitchen on a limited basis. It is recommended that any caterer that has not previously done a function at the Temple visit the facility to view the size and location relative to the available work area. There is limited space available in the conference room on the lower level of the building for caterers to use for food preparation.

The Temple custodian is not responsible for cleaning the kitchen after a private function; this is the responsibility of the caterer or renter. The kitchen must be left in the condition in which it was found. This includes removing all trash and washing countertops and the floor if necessary. See the Caterer's Agreement section entitled Caterer Waitstaff Checklist for set-up and clean-up requirements.

## Food Restrictions

Temple Shir Tikvah maintains a **dairy** kitchen. No meat may be stored or cooked in the kitchen. Although kosher or non-kosher meat may be served at the Temple, further restrictions apply. In particular,

- Pork and shellfish are not permitted at the Temple.
- Milk products and meat must be served in different courses.
- Milk products and meat must not be cooked together
- **NO RAW ONIONS (Our Rabbi has a severe allergy that triggers migraines)**

## Caterers

If you are planning to use a caterer or food truck for your event, the Temple office requires that each caterer provide:

- a Certificate of Insurance documenting liquor liability and worker's compensation
- a \$100 security deposit
- Town of Winchester Caterer's Permit
- a signed Caterer's Agreement. **See Appendix B.**

This documentation must be provided to the Temple office no later than 10 days prior to the date of the event. You are responsible for providing your caterer with the forms and ensuring that they are returned on time.

It is best to make arrangements with the Temple office for the caterer to have access to the building prior to your event. The caterer must leave the building within one hour after the conclusion of the event. **Your caterer is responsible for removing all trash and storing it in our disposal sheds located next to the parking lot.**

If the caterer plans to use the conference room on the lower level of the building for food preparation, notify the Temple Office.

# Appendix B: Caterer's Agreement

## Criteria

**A Caterer's Agreement is required for any private event at the Temple that meets the following criteria:**

- Food is prepared by an outside Caterer that requires Caterer's personnel to arrange and/or serve it,
- and/or food prepared by an outside Caterer that requires use of the Temple kitchen or the Temple preparation area by the Caterer's personnel.

**A Caterer's agreement is not required for simple food deliveries such as pizza, fast food, and food platters.** A Caterer's Agreement should be provided to the Caterer as soon as the Renter has decided on one. If the Caterer is not providing staff during the function, it is the responsibility of the Renter to provide other personnel to assist with any set-up and clean-up as required by this agreement.

## Renter and Caterer Information

Renter Name (please print): \_\_\_\_\_

Date of Function: \_\_\_\_\_ Duration of Function: \_\_\_\_\_

Caterer's Name: \_\_\_\_\_

Caterer's Address: \_\_\_\_\_

Caterer's Phone Number: \_\_\_\_\_

Time of Arrival: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

This agreement is made between \_\_\_\_\_, hereafter referred to as "the Caterer," and Temple Shir Tikvah, hereafter referred to as "the Temple."

### Visits:

It is recommended that any Caterer that has not done a function at the Temple previously should visit the facility to view the function spaces relative to the available work areas in the kitchen and lower-level conference room. Contact the Office Manager to schedule a visit.

## Terms and Conditions

The Caterer must provide this **Agreement**, along with a **Security Deposit** and a **Certificate of Insurance**, to the Temple office no later than **10 days** before the event. The Renter is responsible for providing the Caterer with all forms and information, and for ensuring that forms and deposits are provided to the Temple Office on time. Otherwise, the Caterer may be denied access to the building if this information is not provided to the Temple Office on time.

If the Renter has not indicated the name of the Caterer on his Building Use Application, then the Caterer's name, as well as the **estimated** number of guests, must be provided to the Temple Office at least 10 business days before the event. **Temple room capacities may not be exceeded at any time, and it is the responsibility of the Renter to ensure that these limits are not exceeded.**

1. The Caterer will not have access to the Temple facilities prior to the date of the function. The Caterer cannot arrive earlier than **one hour** prior to the function and must depart the premises no later than **one hour** after the conclusion of the function, unless other written arrangements have been made with the Temple Office.
2. With the exception of the tables and chairs owned by the Temple which are available for use, the Caterer will supply everything required for the function. The Caterer will not use any of the Temple's other property, except as specifically provided by this Agreement.
3. The Caterer shall designate an authorized representative (On-site Wait Staff Supervisor) who shall be present at all times to supervise their staff and the use of the Temple facilities for the duration of the function. The Temple custodian shall act as the Temple representative.
4. The Caterer is responsible for the quiet and orderly conduct of its staff while using the Temple facilities.
5. The Caterer agrees to abide by the following House Rules:
  - (a) Smoking is prohibited at all times throughout the Temple building.
  - (b) No nails, tacks, tape, screws, or other means of fastening are to be driven into or placed in contact with any surface, including walls, windows, floors and furniture.
  - (c) Aisles and exit doors must be kept clear. Chairs, decorations and flowers may not block aisles or exit doors or violate fire laws.
  - (d) No vehicles may be parked so as to obstruct the passage of an emergency vehicle or to block exits.

6. **The kitchen is a dairy kitchen and may only be used for dairy/pareve food.**

**FOOD RESRTICTIONS:**

- **Pork and shellfish are not permitted.**
- **Only fish that has fins and scales is permitted.**
- **Milk products and meat may not be served in the same course.**
- **Milk products and meat may not be cooked together.**
- **Meat is not required to be Kosher**
- **NO RAW ONIONS (Our Rabbi has a severe allergy that triggers migraines)**

If the Caterer or Renter has any questions concerning about any of these rules and restrictions, contact the Temple Office.

7. The Temple will place tables and chairs in the Oneg Room based on the set-up diagram provided by the Renter or caterer prior to the event. All further set-up must be completed in a manner that does not interfere with any services or activities that may be in session. The Temple is responsible for breaking down all tables and chairs at the completion of the event.
8. If the Sanctuary is used as a function room immediately upon the completion of a service, the Caterer is required to assist the custodian with set-up and arrangement of tables and chairs (based on the set-up diagram provided by the Renter or Caterer prior. Assistance from the caterer's staff is required for a speedy turn-around of the space). **\*\*\*If the Caterer's staff is unable to assist with this set-up for any reason, it is the responsibility of the Renter to provide additional personnel to assist the Temple custodian. \*\*\***
9. **It is the responsibility of the Caterer's staff to performs the duties listed in the checklist below:**

## Caterer/Wait Staff Check List

It is the responsibility of the On-site Wait Staff Supervisor to review this checklist with our custodian upon arrival and departure to ensure the Temple is left in its original condition. It is the supervisor's responsibility to ensure all tasks itemized on the checklist are completed.

Caterer's Name: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Food Delivery Vendor: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

On-site Wait Staff Supervisor's Name: \_\_\_\_\_

### Function Halls (Sanctuary and Oneg Room)

- Assist with set-up of all chairs and tables and tableware
- Prepare, present, and serve all food
- Remove all unused food and tableware
- Remove all flowers and decorations
- Remove all rentals (pick-up area is lower level conference room)
- Clean floor (pick up trash/sweep floor)
- Assist with break-down and storage of all chairs and tables
- Remove all trash and place in disposal shed

### Kitchen

- Remove all unused food
- Sweep and wash floor
- Clean all counters, Temple equipment and stove-top
- Remove all trash and place in disposal shed

### Rentals Storage/Caterer's Work Area (Lower Level Conference Room)

- Remove all unused food
  - Remove all trash and place in disposal shed
- Sweep the floor
- Clean all work tables provided by Temple
- Organize rentals for pick-up

## **Certificate of Insurance, Town Permit and Security Deposit**

In addition to this agreement, the Caterer agrees to provide the Temple with a current **Certificate of Insurance**. This certificate should show proof of liability insurance, including product coverage and liquor liability coverage, of at least \$1,000,000; and worker's compensation coverage of at least \$500,000. In addition, the Caterer shall provide a **\$100 Security Deposit** to cover potential damages to the Temple. This deposit will be in the form of a check payable to Temple Shir Tikvah. Unless other arrangements have been made, the Security Deposit will be refunded within 30 days following approval by the Temple. The Caterer must provide the Temple with a copy of the Town of Winchester Caterer's permit.

### **Right of Cancellation**

The Temple reserves the right to refuse admittance to any Caterer who fails to comply with the rules stated herein.

### **Signatures**

Signature Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature of Caterer: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this signed form to no later than 10 days before the event:

Temple Shir Tikvah  
34 Vine Street  
Winchester, MA 01890  
(781) 729-1263 (781) 729-1363 fax