

CONGREGATION ISRAEL OF SPRINGFIELD

KIDDUSH AND EVENT WORKSHEET--MEMBERS

SPONSOR'S NAME _____

ADDRESS _____

PHONE: DAY _____ EVENING _____

FUNCTION TYPE _____

DAY/DATE _____ TIME/FROM _____ TO _____

SANCTUARY FEES

\$0.00	During regular services, Shabbat, Yom Tov, etc. for	
	Bar/Bat Mitzvah, Auf Ruf, Bris, Baby Naming	\$ 0.00
\$180.00	Bar/Bat Mitzvah, Bris, Wedding not on Shabbat	\$ _____

SOCIAL HALL FEES "IN-HOUSE" KIDDUSH SHABBAT/YOM TOV

("In-House" Kiddush means prepared by the Kiddush Committee. It provides ample food for one turn at the buffet tables for 150 people.)

\$300.00	Basic Kiddush	\$ _____
\$400.00 125.00	Hashkama Kiddush-Basic	\$ _____
\$180.00	Hashkama Kiddush-Upgraded	\$ _____
\$ 100.00	Shalosh Seuda-Standard	\$ _____
\$180.00	Shalosh Seuda-Upgraded	\$ _____
\$ 25.00 Per oven/stove	Use of Oven	\$ _____
\$ 25.00	Use of Warmer	\$ _____

ADDITIONAL FOOD/ITEMS

\$ 75.00	White Fish Salad (8 lbs.)	\$ _____
\$ 50.00	Tuna Fish (10 lbs.)	\$ _____
\$ 40.00	Egg Salad (10 lbs.)	\$ _____
\$ 25.00/2	Fruit Platter (In Season- \$25.00 for each additional 2 trays)	\$ _____
\$ 50.00	Soda (15 2-ltr bottles), Milk, Coffee, Tea, Paper Goods for each	\$ _____
\$ 4.00 Per Tablecloth	Round Tablecloths (color provided by Shul)	\$ _____

MAINTENANCE FEES

\$100.00	Setup Round Tables (up to 10) and Chairs (round tablecloths not included)	\$ _____
\$180.00	Setup Round Tables in excess of 10 Tables (11-22)	\$ _____

ROOM FEES FOR SPECIAL EVENTS

\$450.00	Room Charge - Monday-Friday (includes setup of tables & 3 hrs. custodial time. Overtime charges booked at \$100.00 per hour and custodial time at \$35.00 per hour)	\$ _____
\$500.00	Room Charge - Saturday/Sunday (includes setup of tables & 3 hrs. of custodial time) Overtime charges same as above.	\$ _____
\$ 35.00 Per Hour	Custodial Fees for non-"In-House" catered functions (Custodian must be on hand for all non-"In-House" events.)	\$ _____

OTHER

\$500.00	Outside Professional Caterer Deposit	\$ _____
\$150.00	Garbage Carting Fee	\$ _____
\$100.00/ per day	Use of Kitchen facilities by Outside caterer for cooking/ prep purposes	\$ _____

Total Charges	\$ _____
Deposit Paid	\$ _____
Balance Due	\$ _____

Office Use Only

Date _____ Taken by _____
 Payment Method _____ Deposit Paid _____

DESCRIPTION/FEE SCHEDULE FOR
KIDDUSH & SEUDOT SHELISHIT

- ✱ 1. **Basic Kiddush – Cost: \$300.00.** Includes 10 lbs. pre-made tuna, 64 oz. jar of herring, gefilte fish and horseradish, 5 assorted cakes based on availability, 5 boxes of crackers, 5 bags of assorted chips and pretzels, 1 bottle of grape juice, 15 two-liter bottles of assorted soda and seltzer, coffee, tea, non-dairy creamer or milk, sweet & low, sugar, and all paper goods. It does not include setup of any round tables for seating. Setup cost for the tables and chairs is an additional \$100.00 for custodial time. Buffet tablecloths are included. Absolutely no substitutions on food or beverages. Basic Kiddush will feed 180 people. Sponsors expecting more than 180 people can upgrade kiddush at a rate of \$100 per 25 people. In addition, sponsors may provide additional food (e.g., cholent, kugels, salads) from an acceptable caterer at their own cost. Sponsors may also add to the Kiddush by bringing in other food items that are **closed and sealed** and bear one of the listed acceptable kosher symbols included with this contract (I.E. birthday cakes from Costco, additional cookies, salads from Jerusalem Restaurant, etc). All such items that are brought in, are brought in at the cost of the Sponsor and the maintenance staff of the synagogue will put them out. Sponsors will have to pay \$25 warmer and/or oven fee, as applicable.

*125.00

2. **Hashkama Minyan Basic Kiddushes – Cost: ~~\$100.00~~.** Includes Tuna Salad, Hard boiled eggs or egg salad, Crackers, Chips, Pretzels, Soda and Seltzer, Meat Cholent and Herring.
3. **Hashkama Minyan Upgraded Kiddush- Cost \$180.00-** Includes the full menu of the Basic Kiddush plus Whitefish or Whitefish Salad and Lox will be added.
4. **Shalosh Seuda –Cost: \$100.00 for Standard Sponsorship; \$180 for Upgraded Sponsorship.** The Standard Seuda includes rolls, tuna, eggs (hard boiled), crackers, chips, and soft drinks. An Upgraded Seuda includes whitefish, lox, and egg salad. Individual sponsors may add their own items to the seudah as long as these items are brought into the shul **closed and sealed** and bear one of the proper hashgacha symbols listed with this contract.

Booking a Kiddush: When planning an event, please contact the Shul office and advise the staff of your plans. We will make every effort to accommodate your wishes; however, when you chose to utilize an outside caterer for any event, **all of the bills for such caterer must be satisfied and paid directly by you.** The Shul will not be responsible for invoices presented by outside vendors. A contract must be filled out and submitted with a deposit for all events. Please note that room charges are in addition to charges for outside catering.

Thank you in advance for your cooperation

Congregation Israel Kiddush Committee

CONGREGATION ISRAEL OF SPRINGFIELD
KIDDUSH AND EVENT RENTAL AGREEMENT
FOR MEMBERS

Cooking, preparing, or bringing in any food or beverages without authorization from Rabbi Chaim Marcus is not permitted. All caterers must be approved by Rabbi Marcus, and all functions must be booked through the Shul office.

A minimum deposit of 50% is required to guarantee your booking. The balance must be paid ten (10) days prior to the event. Completed contract and deposit must be submitted within 5 calendar days of booking your event; otherwise, the event will be removed from the shul calendar and the date made available to the general public. In the event of a Bris where such time lines are not feasible, the entire event must be paid for at the time of the booking of the event. In addition, please be aware that should your event not be paid for within the above listed guidelines you will forfeit your entire deposit.

If a sit-down meal will be served, you must provide serving staff.

If you are using a professional outside caterer, a \$500 deposit is required with this contract. Deposit will be returned upon satisfactory inspection of the building by a shul representative. Please be aware that if you are using an outside caterer the synagogue requires the caterer's name, address, phone number, and name of contact person for your affair, as well as copies of their Certificates of Insurance (Workmen's Comp and Liability), a minimum of 30 days in advance of the event. In the event of a Bris such information must be given to the shul within 24 hours of booking the event. If the outside caterer requires use of our kitchen for food preparation, they must notify the shul of this need at least 10 days in advance of the event in writing. This written notification should also include the exact dates that they wish to use the kitchen and who their mashgiach will be while they are using the kitchen. They must also pay the synagogue a fee of \$100.00 per day for use of the kitchen regardless of how many hours they use it on any given day. This payment must be paid in full and received by the shul 7 days in advance of the event. Additionally, please be aware that the synagogue will not be responsible for any food items or equipment stored in the kitchen either before or after your event. All items must be removed from the premises within 48 hours after the event.

In addition, per city ordinance, a \$150 garbage carting fee is required when booking an event.

We are pleased to accommodate you in any way. Please let us know how we can be of assistance to you.

Sponsor's signature

Date

Approved by:

CONGREGATION ISRAEL OF SPRINGFIELD
ACCEPTABLE HASHGACHOT FOR OUTSIDE CATERERS
LIST PREPARED BY RABBI CHAIM MARCUS

VAAD OF METROWEST

VAAD OF BERGEN COUNTY (RCBC)

VAAD OF RARITAN VALLEY

VAAD OF FLATBUSH

VAAD OF QUEENS

VAAD OF THE 5 TOWNS

VAAD OF STATEN ISLAND

VAAD OF RIVERDALE

RABBI E.M. TEITZ

OU

STAR-K

KOF-K

OK

CRC

KAJ

KEHILLA KASHRUS

ANY CATERER BEARING A DIFFERENT HASHGACHA MUST BE BROUGHT TO THE ATTENTION OF RABBI MARCUS BEFORE BOOKING THE EVENT.

ADDITIONALLY, ANY FOOD ITEMS WITH A HASHGACHA NOT ON THIS LIST MAY NOT BE BROUGHT INTO THE SYNAGOGUE WITHOUT FIRST BEING BROUGHT TO RABBI MARCUS FOR APPROVAL

INSERT TABLE AND CHAIR SEATING
ARRANGEMENT HERE