

# **GUIDELINES FOR CATERERS**

## **B'NAI ISRAEL CONGREGATION**

### **GENERAL GUIDELINES & REQUIREMENTS**

- Approved Caterers List
- Certificate of Insurance
- Damage Deposit for Kitchen Use
- Kashrut and Supervision
  - Parking
  - Personnel
  - Security

### **YOUR FUNCTION**

- Pre-Event:
  - Client Meetings at B'nai Israel
  - Floor Plans/Function Set Up
- Deliveries: Rentals and Other Vendors
- Post Event:
  - Food/Equipment Storage
  - Function Room Clean-Up
    - Tables, Chairs
    - Trash/Recycling

### **KITCHEN GUIDELINES**

- Kitchen Reservation
- Food Delivery Schedules
- Kitchen Occupancy
- Equipment, Kitchen Items and Service Items Inventory
- Oven Use

### **PRICING POLICIES**

- Pricing Policy
- Pricing Schedule

### **SHABBAT RULES & PROCEDURES**

- Shabbat Rules (Deliveries and Food Preparation)

# GUIDELINES FOR CATERERS AT B'NAI ISRAEL CONGREGATION

## GENERAL GUIDELINES & REQUIREMENTS

### Approved Caterers List

Only those caterers who have complied with *all* of the items listed below will be included on the list of approved caterers for B'nai Israel:

1. A letter certifying kosher supervision, with current dates
2. Damage deposit of \$2,000.00 received by B'nai Israel
3. Certificate of Liability Insurance

Only those caterers who comply with all of the above items will be allowed to utilize the B'nai Israel kitchens.

### Certificate of Insurance

Certificate of Liability Insurance must be on file with B'nai Israel no less than two weeks prior to caterer's occupancy of the kitchen. Please forward a copy of your policy to the attention of the Associate Executive Director. B'nai Israel Congregation must be named as an additional insured on the liability insurance policy and given thirty (30) days advance written notice of any cancellation of policy.

### Damage Deposit for Kitchen Use

All caterers are required to post a \$2,000.00 damage deposit in order to occupy the B'nai Israel kitchen. For those caterers not already on the List of Approved Caterers, this amount must be deposited with B'nai Israel no less than two weeks prior to the caterer's occupancy of the kitchen.

Caterer's who wish to remain on the List of Approved Caterers distributed by B'nai Israel must maintain the \$2,000.00 damage deposit account with B'nai Israel.

### Kashrut and Supervision

The delivery of food from caterers that must do all preparations at B'nai Israel must be supervised and checked in by a mashgiach. The delivery of food from caterers who have their own kosher kitchens must be delivered under the auspices of their approved mashgiach. Food will not be permitted into the synagogue without mashgiach approval.

*When do you need a mashgiach to be present in the kitchen at B'nai Israel?* If food is being cleaned, prepared, plated or cooked, mashgiach supervision is necessary to maintain the kashrut of our kitchen.

A mashgiach is not required in the B'nai Israel kitchen *only* if you are providing certified Kosher, prepared platters that are delivered sealed and are placed on tables, still sealed, until shortly before the event begins.

All caterers sanctioned by the Baltimore Va'ad and DC Metro-K are permitted at B'nai Israel, subject to approval of the Executive Director.

### Parking

Caterers renting the B'nai Israel kitchen(s) are allowed to park in the parking/loading areas located behind the B'nai Israel building, subject to the following conditions:

- No more than three (3) vehicles (cars, trucks, vans, motorcycles) per catering company may be parked behind the building at any given time. This includes catering employee vehicles. Trucks unloading count as one of the allowed vehicles.

- All vehicles, with the exception of trucks unloading in the loading dock areas, must be parked within the striped parking spaces in the area behind the building.
- Only caterers renting the Goodman Hall kitchen will be allowed to occupy the loading dock area directly outside that kitchen.
- No vehicle is allowed to block access to the trash compactor, recycling container, or any other parked vehicle.
- Absolutely no parking will be allowed curbside, in fire lanes or in any area where parking is prohibited.
- All other catering and catering employee vehicles must be parked in Section C of the B'nai Israel parking lot, in the area by the town houses on the west side of the parking lot. Parking is reserved for members and guests of B'nai Israel in areas close to and adjacent to the building in parking lot sections A and B.
- ALL overnight parking must be approved in advance by B'nai Israel administration and the license numbers recorded by the B'nai Israel Security Officer. All other vehicles will be towed.
- Truck Parking (overnight)  
*With prior permission from B'nai administration*, and under the auspices of your mashgiach, equipment and supplies may be stored in a locked truck in back of the synagogue. Materials needed for Saturday evening functions may be unloaded after 3:00 p.m. on Saturdays by non-Jewish personnel.

### **Personnel**

B'nai Israel will not provide additional kitchen help or wait staff.

### **Security**

ALL CATERING EMPLOYEES MUST CHECK IN AT THE SECURITY DESK AT THE ENTRANCE TO THE BUILDING and wear appropriate B'nai Israel visitor badges when working on our premises.

Outdoor access to the kitchen for the purposes of loading and unloading is allowed. Any other persons, whether known or unknown to the caterer, and not specifically working for the caterer, should be refused admittance to the building by the caterer. Please refer anyone who is trying to gain admittance to the building via the kitchen to the security guard on duty at the front of the building. The B'nai extension for the Security Officers' desk is 511.

***Pre-Event:***

**Client Meetings at B'nai Israel**

Caterers who wish to meet their clients at B'nai Israel must first call Wendy Schloss, Associate Executive Director, to clear the time and check the synagogue schedule. Upon entering B'nai Israel, all individuals must check in with security to receive a visitor's badge and then stop by the office to let us know you are in the building.

In the event that you have a client who wishes to view sample table settings, we are happy to set up a few tables and/or chairs for you. This must be arranged in advance with the Associate Executive Director.

**Floor Plans/Function Set Up**

All function plans, including lists of chairs, tables, riser placement and if necessary, cutlery, dishes, glassware and linens, are due in writing to the Associate Executive Director no later than two weeks prior to your function.

B'nai Israel provides tables and chairs in the reserved function space based on your supplied direction. These are stacked in the function room, ready for your set up. Risers are set by B'nai personnel, based on your floor plan.

**Deliveries: Rentals and Other Vendors**

You must confirm the delivery arrangements of all liquor, items, flowers, etc. with the Associate Executive Director or the Facilities Manager at B'nai Israel. We can accommodate limited storage of items just prior to the event. We cannot provide long-term storage of any liquor, equipment, furnishings or other rental items, nor are we to be held liable for any items stored on B'nai Israel property.

The maintenance staff at B'nai Israel is not responsible for arranging tables, putting out linens, or setting tableware for your function.

***Post Event:***

**Food/Equipment Storage**

Liquor and food cannot be stored at the synagogue following a catered reception. B'nai Israel cannot safely secure liquor or food for retrieval at a later date. Any food which is left over must be taken by the caterer or the family following the function. Arrangements may be made with the B'nai Israel staff to retrieve leftover food on Sunday for functions occurring on Shabbat.

Caterers must arrange to have equipment and supplies picked up immediately after the event. Any other arrangements have to be approved by the Associate Executive Director or the Facilities Manager.

**Function Room Clean-Up**

The caterer shall be responsible for clearing tables in the function room(s) and clearing the floors of large pieces of trash. Care must be taken with removing lit candles so that molten wax does not spill on tables, chairs or the floor. Caterers will be billed for any additional required clean up other than vacuuming and/or dry mopping the floors.

**Tables, Chairs**

At the end of the event, all B'nai Israel tables shall be folded and placed on or in their carts. All chairs shall be stacked in stacks of 10 and left in the center of the area in which they were used.

**Trash/Recycling**

All garbage and trash pertaining to the preparation and serving of food shall be disposed of properly by the caterer before leaving the premises. All cardboard cartons shall be broken down and placed in the designated recycling container. A fine of \$500.00 will be levied against any caterer who disregards appropriate trash disposal practices.

All balloons shall be removed from the building and placed in appropriate trash receptacles. If the alarm goes off in the building during the night after the function because of a stray balloon, the caterer will be fined \$500.00 which will be deducted from the damage deposit.

## **KITCHEN GUIDELINES**

### **Kitchen Reservation**

Please call the office upon contracting with a client for a function that is to take place at B'nai Israel. Do not assume that the client has informed B'nai Israel of their choice of caterer.

### **Food Delivery Schedules**

The delivery of food from caterers that must do all preparations at B'nai Israel must be supervised and checked in by a mashgiach. The delivery of food from caterers who have their own kosher kitchens must be delivered under the auspices of their approved mashgiach. Food will not be permitted into the synagogue without mashgiach approval.

All delivery arrangements must be confirmed with the Associate Executive Director at least two weeks prior to the event.

### **Kitchen Occupancy**

It is the responsibility of B'nai Israel to make a clean environment available to the caterer .

The kitchen shall be left in the same clean condition it was prior to the function.

Caterer is responsible for washing food preparatory items, dishes, cutlery, glasses and serving pieces. Note that Montgomery County regulations disallow the commercial use of garbage disposals. As such, B'nai Israel no longer has garbage disposals. All scraped material from all plates, glasses, cooking or baking items must be deposited directly into a bag in a trash can. No solid material is allowed to be scraped into any sink.

Before leaving the kitchen, the caterer shall scrub the stoves and ovens, removing all traces of oven cleaner, sweep and wash the floor, wash counter tops, tables, carts, dishwashing area and refrigerators. Mop and bucket will be provided for floor cleaning.

B'nai Israel food supplies are not available for caterer use.

### **Equipment, Kitchen Items and Service Items Inventory**

Equipment is available as reasonably requested by the caterer and is limited to the inventory on hand.

If any equipment or items need to be borrowed by the caterer from the B'nai Israel inventory, such items are to be requested from B'nai Israel personnel and signed out on the Kitchen Inventory Checklist form. If any of these items are not returned at the end of the function, replacement costs will be deducted from the caterer's damage deposit. The caterer will be notified of such charges and will be responsible for replenishing the amount of the deposit to equal \$2,000 prior to occupying the kitchen at a future date.

B'nai Israel equipment cannot be moved between the B'nai Israel kitchens without the express advance permission of B'nai Israel administrative personnel. All equipment must be moved by B'nai Israel personnel.

Each caterer is expected to supply his/her own consumable materials, such as aluminum foil, plastic wrap, disposable containers, etc.

It is the responsibility of the caterer to use care in the operation of B'nai Israel's equipment and to leave the kitchen in the same condition as it was when first occupied by the caterer.

**Oven Use:**

Reservation of an oven or ovens for the purpose of kashering and taping prior to an event must be coordinated with the Associate Executive Director. This will not be allowed without prior arrangement and may be based on availability of the kitchen in question.

**Under no circumstances will ovens will be left on overnight.** If preheating for a Saturday night function is required, the caterer is responsible for leaving written instruction to include time and temperature to be relayed to the B'nai Israel maintenance staff.

Exhaust fans must be turned "ON" prior to turning on the ovens in either Kitchen.

## PRICING POLICIES

**Pricing Policy**

The establishment of pricing falls under the purview of the Operations Committee of B'nai Israel Congregation and as such are subject to revision. Prices subject to change without notice.

Payment in full for all charges is expected no later than 30 days after the function. In the event of multiple functions within that 30 day period, any outstanding charges owed to B'nai Israel from the first event must be paid in full prior to any future event.

**IMPORTANT BILLING INFORMATION:** B'nai Israel considers kitchen use charges and mashgiach charges to be expenses incurred by you, not your client, and as such they are the responsibility of the caterer. Please keep these amounts in mind when proposing menus and pricing. **We will not bill our members for these charges.**

**Pricing Schedule**

Effective immediately, the following rental and labor charges will be billed directly to Caterers: **(Clients are not responsible to B'nai Israel for these charges.)**

<b>Kitchen use for food preparation (per day)</b>	\$450.00
<i>Rental charges for use of the kitchen on the day of the function are included in the client's room rental.</i>	

**Mashgiach**

*B'nai Israel does not have a mashgiach. Your are responsible for making arrangements for a mashgiach.*

## SHABBAT RULES & PROCEDURES

**Shabbat Rules (Deliveries and Food Preparation)**

The delivery of food for Saturday functions at B'nai Israel must be checked in by your mashgiach before noon on the Friday before the event.

**Saturday, 3:00 p.m.**

Non-Jewish vendors may deliver goods and/or come in to work on the synagogue premises. Previously cooked foods, for consumption before Shabbat ends (30 minutes after sunset), may be *heated*. Food for consumption after Shabbat may not be heated or cooked until 30 minutes after sunset.

**30 minutes after sunset**

We consider Shabbat to have ended. Time should be verified with the synagogue office. Cooking may begin either at that time or later at the discretion of the caterer's mashgiach.