

RENTAL AGREEMENT | BRITH SHOLOM BETH ISRAEL CONGREGATION

In order to efficiently manage the BSBI kitchens, please fill out this form at least 30 days in advance of the intended event. Once received, the BSBI Office will review the form and verify that the facilities are available for the requested dates. This form can be submitted either by the caterer or by the synagogue member hosting the event. For a member event, the synagogue will bill the member directly, not the caterer. In the event that a caterer submits the form for a member event, the office will, as a courtesy to our member, verify the details with the member before booking the kitchens. Please read pages 2 and 3 of this document very carefully, as they outline the kitchen use policies and fee structure.

1. Name of caterer:
2. Caterer phone number:
3. Event(s):
4. Will the event(s) be taking place inside BSBI Synagogue?
5. If no, indicate where the event(s) will take place:

Note: All food prepared in the BSBI Kitchens is kosher. Food served offsite must have a mashgiach (kosher supervisor) present at all times in order for the event to be certified kosher. Please consult with the Rabbi for further clarification.

6. Is the event for a member of BSBI Synagogue?

Name _____

7. Date and time of the event(s):

8. Date and exact times that kitchen use is requested:

Please note that there is an hourly mashgiach (kosher supervisor) fee

Rates:

| | Member Event | Non Member Event |
|--------------------------------------------------|----------------------------------------|-------------------|
| Day of onsite event (Solomon Hall or Lunchroom)* | \$250 | \$350 |
| Daily usage of one kitchen (meat or dairy) | Caterer - \$100 Self-Catered - FREE | \$250 |
| Daily usage of both kitchens | Caterer - \$150 Self Catered - FREE | \$300 |
| Hourly mashgiach fee** | \$35 | \$35 |
| Hourly maintenance staff fee (overtime) | \$30/staff member | \$30/staff member |
| Clean up fee/trash fee for 15 guests or more | \$150 | \$250 |
| Kitchen Deposit Fee (refundable)*** | \$100 | \$250 |

*For groups of 15 or more guests, off-duty Police Officer required, \$30/hour, 4 hour minimum.

**Fee is subject to availability. Out of town and offsite mashgiach will be compensated for transportation at the rate of \$0.57/mile. If an out of town mashgiach will need to spend Saturday (the Jewish Sabbath) in Charleston, remuneration will be necessary for that day.

***Kitchen Deposit fee is refunded after facilities are checked for condition.

Estimate of Total Cost

Event fee + (kitchen usage fee*days) + (mashgiach fee*hours) + transportation [if applicable] + Saturday mashgiach fee [if applicable] + (maintenance overtime fee*hours) + cleanup fee + police officer fee =

CATERING & SELF-CATERING POLICIES

The following rules apply to both catered and self-catered events at BSBI. These policies reflect BSBI facility and operations requirements as well as kosher policy. Please note that all fees can be found on the first page of this document.

1. A kitchen use fee will be collected for each day the kitchen is used, except for an event expressly contracted for by the Synagogue itself. If a member is paying a caterer, the caterer is responsible for the kitchen rental fee. If a member is self-catering, then the member is not responsible for the kitchen rental fee.
2. It is not the responsibility of our custodians to wash dishes or clean the kitchen after an event. BSBI custodians are BSBI employees and do not work for the caterer and will assist as far as their work guidelines allow. The caterer needs to take this into account when planning his/her labor requirements. The caterer may engage the Synagogue's custodian to preform duties at the direction of the caterer, however this must be contracted in advance.
3. In addition to the daily charge for kitchen use, we require a mashgiach (kosher supervisor) in all instances, except as expressly approved, **in writing**, by the Rabbi. If a member is paying a caterer, the caterer is responsible for the cost of supervision and shall remit payment directly to the Synagogue. If a member is self-catering, then the member is responsible for the cost of supervision. In all instances, if a paid mashgiach is contracted, the Synagogue shall handle those arrangements and handle all monetary matters directly with the mashgiach.
4. Caterers will be billed for these charges and failure to pay these fees will result in the caterer no longer being eligible to service events at BSBI. For self-catered events, members will be billed for all appropriate charges and these will be reflected in their account with the synagogue.
5. Approved mashgichim are allowed to volunteer if they so desire. (i.e., for a family bar mitzvah, friends of the family may volunteer to be mashgiach in the kitchen, if they qualify.)
6. Events hosted within BSBI cannot conflict with the synagogue's religious values.
7. All caterers must be pre-approved by the President of Sisterhood and the Rabbi.
8. All menus must be approved 15 days in advance by the Rabbi.
9. Synagogue staff will set up the Social Hall for a standard Saturday Kiddush. If a special set up is required, caterers must provide a diagram and staff to set up tables and chairs. If synagogue staff is hired for cleanup, additional fees will apply.
10. If a Member is using a caterer to provide a Shabbat Kiddush, the Member will be charged a \$150 facilities use fee.
11. Any breakage, damage or any other unusual expenses will be charged to the caterer's or member's credit card for a self-catered event. Failure to leave the Kitchen or the Social Hall in a clean and orderly state will be cause for additional charges.
12. All food deliveries need to be approved by the President of Sisterhood or the Rabbi. We require a 48 hour notice for food delivery. Food may be stored as space permits and subject to any other events that may be occurring during that week. Food must be labeled. The caterer should arrange storage with the office before the function.
13. The caterer is responsible for washing all the dishes, pots, silverware and all other items used. Our custodians or Sisterhood representative will instruct the caterer's staff in the use of the dishwasher. After all items are washed, the caterer is to place all items back where they were before the event so Sisterhood can inventory all items before they are put away.
14. The caterer is responsible for clearing all tables and chairs from the event space (social hall, board room, courtyard, etc.). The catering staff is responsible for mopping the kitchen floor. The custodians will provide access to the vacuum and mops.
15. In all instances, a credit card and this agreement (signed) are required, one month in advance to cover any breakage and/or damage.
16. Acknowledgment of BSBI's rules and fee structure is required. Please initial each item to acknowledge that you have read and understood this agreement. Sign and return this form via email or fax as confirmation.

BSBI KOSHER POLICIES

1. All food must be prepared on premises, or come from an approved facility.
2. Products must bear a reliable kosher certification. A list of reliable certifications can be found on the CRC website, <http://www.crcweb.org>
3. All products must be checked into the kitchen by the mashgiach (kosher supervisor).
4. Raw fruits and vegetables do not require kosher certification.
5. Caterer may not bring any knives or other utensils or appliances into the kitchen unless they are brand new in the original packaging. New items may require *tevilat keilim*.
6. Due to potential infestation, all romaine lettuce must be of the prepacked variety, and not loose.
7. All lettuce, cabbage, parsley, dill and similar produce must be washed by the mashgiach.
8. Blackberries, raspberries and Brussels sprouts are not approved for use.
9. The ovens and stoves must be turned on by the mashgiach.
10. If warm/hot food is to be served on Shabbat, the method of heating must be pre-approved by the mashgiach.
11. Hot water urns must be plugged in at least 45 minutes before Shabbat begins.
12. No food items, utensils or decorations may be brought into the facility on Shabbat.
13. If bread or bagels will be served at kiddush/lunch, there must be uncut rolls, or matzah as well (for *lechem mishneh*).
14. If bread or bagels will be served at Kiddush/lunch, washing stations must be set up.
15. All liquor must be checked by the mashgiach. We follow the CRC protocol on liquor.
16. Scotches that are aged in cherry casks are not approved for use.
17. All wine and grape juice must be labeled as Mevushal.
18. If Challah must be taken from baked goods, the mashgiach must be involved.
19. Utensils must be thoroughly cleaned between usage for meat and fish.
20. Fish and meat may not be baked in the oven at the same time.
21. The meat and dairy kitchens cannot be used by the same caterer at the same time, unless additional mashgiach supervision is arranged.
22. Caterer and workers may not bring non-kosher certified food into the building, even for their personal lunch.
23. Additional kosher policies and procedures not listed here may apply as well.

I acknowledge that I have read and understood the above items (#1 through #23).

Name Printed _____

Signature _____ Date _____

Caterer's Name Printed _____