

## YOUNG ISRAEL OF EAST BRUNSWICK CATERING GUIDELINES

This document will serve as a guideline for individuals or groups interested in renting space at the Young Israel of East Brunswick (YIEB) for an event, or sponsoring an event at the YIEB where food is involved. We've tried to make this document as comprehensive as possible, but frequently there are questions that do come up. For help, please contact:

- Marty Siederer for scheduling questions at [martysiederer@hotmail.com](mailto:martysiederer@hotmail.com) or 732-995-6899
- Barbara Goldman of the Catering Committee at [bgoldman731@aol.com](mailto:bgoldman731@aol.com) or 732-599-6390 for specific questions about your booked affair/event

### SCHEDULING AN EVENT

The YIEB Event Manager calendar is to be used by all YIEB families to reserve a date for your event. Please complete our short [online form](#) so that we can get to know some preliminary information about your event and see if the date is available.

A \$100 deposit is required to reserve your date. The deposit is always transferable in the event of a date change. A refund will be considered by written request to the Catering Committee, attention [bgoldman731@aol.com](mailto:bgoldman731@aol.com). All food must come from an approved caterer. No food prepared in people's homes is permitted in the YIEB. All fees are posted on the [YIEB website \(link to web page\)](#). Fees for use of our facilities are identified on the [Fee Grid](#) by the day of the week, time of the day and whether the event is a "full catered" event or a "drop off" event.

### FULL CATERED EVENTS

- Only [Caterers approved by the Rabbi of YIEB](#) are permitted to cater at the YIEB. The catering committee has a list of approved caterers. Please discuss your choice of caterer with the Catering Committee prior to signing any contract.
- The caterer and hosting family assumes "ownership" of the entire shul premises.
- The caterer is responsible for all setup, serving, and cleanup, as well as having a Mashgiach on the premises any time the kitchen is open and/or food is being served.
- If a party planner is used in addition to a caterer, the party planner is responsible, together with the caterer, for the cleanup of all materials used (e.g. balloons, toys, etc.).
- The host/renter is responsible to pay a room rental fee to YIEB for the use of the facility.
- Full payment shall be made a minimum of 2 weeks prior to the date of the scheduled event.
  - The Caterer must provide a Certificate of Insurance for liability and damage for the period covering the event.
  - The Caterer must have a Mashgiach present at all times the kitchen is open and in use.

- The Caterer must present a check for security in the amount of \$1000.00 to be held by the YIEB till the conclusion of the event and it has been determined there has been no damage to the premises of the YIEB in the amount of \$1000.00
- The Caterer shall make arrangements in advance with the Catering Committee to schedule a time for food deliveries or kitchen access of any kind.
- There is to be no use of confetti of any kind on the YIEB property.
- All balloon decorations may be set up on the day prior to the event or the day of the event.
- .All issues pertaining to the use of any YIEB facilities, tables, chairs, lights, heat/air conditioning, janitorial services, etc. must be arranged in advance with the House Chair by contacting Miltie Goldman, [mjgdds49@gmail.com](mailto:mjgdds49@gmail.com)

### YIEB SHABBAT KIDDUSH EVENT

To schedule a Shabbat Kiddush for the entire shul membership, reserve your date on the event manager calendar [online form](#) and submit a \$100 payment to secure your date. There is no additional cost to the host if a Shabbat Kiddush is sponsored for the entire shul membership. A Shabbat Kiddush may be a full catered Kiddush or may be a “drop off” Kiddush by an acceptable food vendor. Shul members are responsible for ordering food, whether from a caterer or a “drop-off” kiddush. In the case of a “drop off” Kiddush, the YIEB catering committee is responsible for all details of the Kiddush, including scheduling the servers and mashgiach and providing paper goods, soft drinks and water. Please contact [Barbara Goldman](#) to discuss the options available to you.

### “DROP-OFF” SHABBAT PRIVATE LUNCHEON/PARTY

- [All food vendors](#) must be prior approved by the Rabbi of the YIEB. All food must arrive sealed and labeled from an approved food vendor.
- Full payment must be made a minimum of 2 weeks prior to the date of the scheduled event.
- As the building and the kitchen are not open at all times, the food vendor for the event or the host will make arrangements in advance with the Catering Committee to schedule a time for food deliveries or kitchen access of any kind.
- If applicable, the host shall provide the requested seating plan and room set up to the House Chair no later than Tuesday of the Event week.
- The host/renter is responsible for the following:
  - Hiring a Mashgiach. The YIEB Catering Committee can assist with a list of names and/or make the arrangements for you. The Mashgiach will quote their fees directly to the host.
  - Hiring food servers. The YIEB Catering Committee can assist with a list of names and/or make the arrangements for you. The food servers will quote their fees directly to the host.

- Providing all tablecloths, paper goods, plastic utensils, and any other supplies that will be needed.
- Additional fees apply for the use of the kitchen for food prep and oven and/or hot box use.
- Hot meals are permitted on Friday nights. Food may be kept warm by the use of the oven, blech or sternos. If sternos are used, they must be lit prior to the beginning of Shabbat, and most importantly, must be allowed to burn out themselves without manual interference.
- YIEB owns hot water urns which may be used for Shabbat drop-off meals. The urns must be plugged in prior to the beginning of Shabbat, and must not be adjusted or unplugged on Shabbat.
- The host/renter is responsible for providing the coffee, tea, non-dairy creamer, and all supplies. Use of the urns must be arranged in advance with the Catering Committee.

Setup of Shabbat afternoon meals:

- Where a drop off or catered Private Shabbat Lunch is scheduled for a member family who is not sponsoring a YIEB Kiddush, a Kiddush Nosh for shul members will be held outside, weather permitting, or in the basement.

Do not hesitate to contact us with any questions or comments you may have. We welcome your input. Thank you for your attention to the guidelines in this document, and in advance for your cooperation. Together we will work to ensure you have a positive experience and be able to enjoy your Simcha!