

## Catering Directions for the Family

We want your event at CBH to go smoothly, so we've prepared a list of important information regarding catering.

Please make 3 copies of "Instructions to Caterer," which is found on the website under facilities. Distribute them as follows: one for the caterer to keep, one for you to keep, one signed by both you and the caterer that is faxed to the Facilities Chair, Myra Cole at 212-975-8933. **Make sure you discuss each point with the caterer, so there are no misunderstandings.**

**Please notice that the following arrangements listed on the caterer document must be made by you and then communicated to your caterer and party planner, if you have one:**

1. If any deliveries need to be made during the week, make specific arrangements for someone to be at the building to receive the deliveries.
2. Discuss what time the caterer wants to arrive on the morning of your event and make specific arrangements for them to be let in the building.

**Below are some additional things for you to keep in mind.**

1. While caterers are setting up the luncheon, you may wish to have a cocktail hour or small oneg. Either the front foyer or the teen lounge is available for these purposes. Please be sure to check the size of each space carefully before deciding which space you will use. If using the teen lounge, the Education Director must be informed at least 2 weeks in advance.
2. All food from a Friday night oneg, a Saturday reception, or a Sunday reception must be removed from the synagogue before Monday.
3. Summit Helping Its People (SHIP) will accept donations of leftover food, even if it has been set out on a buffet. Please arrange for pick-up or drop-off of food donations to SHIP by calling Richard Nelson (908-273-3271) or Jim Barratte (908-522-1303). If SHIP is picking up food at CBH, please make arrangements with our Facilities Chair to have the food picked up when someone will be at CBH.