

Instructions for Caterers

We want your catering job at CBH to go smoothly, so we've prepared a list of important information. Anyone making decisions on your staff needs to read this. Any subcontractors must also be aware of this information.

The family who has hired you will be referred as the "client."

Deliveries

Weekdays and Sundays

- Access to the building for deliveries is not available all the time. **Therefore, all deliveries MUST be coordinated through the client. Any deliveries not arranged through the client will not be honored.**

The day of the event

- **Before the day of the event**, you must discuss the earliest time you will have access to the building with the client.
- On Saturday, when Religious School is in session, all deliveries through the rear door must be completed before 9 AM.

Food

The CBH kitchen is a **dairy only** kitchen. A Kosher meat meal may only be served-by a Kosher caterer and must be consistent with the kashrut policy of our congregation. For any additional questions about serving a Kosher meat meal, feel free to contact the Rabbi.

Use of CBH Supplies

All the disposable supplies purchased by CBH **MAY NOT** be used for private events. This includes paper and plastic goods, such as cups, plates, napkins, utensils etc. and disposable storage items, such as aluminum foil and zip lock bags. Reusable kitchen items/equipment that CBH owns such as pots/pans, cookie trays, cooking and/or food serving utensils, trays, etc. can **ONLY** be used if a **dairy meal** is served. Coffee urns and water pitchers can be used whether it is a dairy meal or a kosher meat meal.

Storage/Work Space

The kitchen is yours to use when you arrive.

You may use the hallway behind the kitchen as long as people can still easily walk through.

If the family isn't using the back part of the social hall for the service, it makes a great staging area to set up tables that can be moved out when the service is over.

Your fee includes use of a classroom for storage if needed. The room number used will be assigned by the Education Director before your event. The room configuration of tables and chairs must be restored after the event.

Set Up

If you are transforming the sanctuary for a luncheon after the service, please have a discussion with the client about the number of people you will need to take care of this. CBH does not have staff to do this.

CBH will have a custodian present, but he will need assistance to set up the room as needed.

Use of the Teen Lounge

If you choose one of the packages that includes the teen lounge, you must coordinate with the Education Director, so the schedule can be changed to accommodate everyone’s needs.

Set up in the teen lounge when Religious School is in session can begin at 10 AM.

The client is required to provide a set up diagram of the teen lounge at least 3 days before the event. Please be aware that there are several couches along the perimeter of the teen lounge. If the client wants them moved, this should be reflected in the set up diagram and the custodian will move them.

There will be about 60 lightweight white folding chairs in the teen lounge when Religious School is in session. The CBH custodian can help your staff clear the chairs. You do not need to set the chairs up again after the celebration.

Please be aware that students will be exiting the building through the teen lounge at 11:30 AM. All food set up should remain covered and/ or attended until Religious School students have left.

Clean-up

1. Caterers must provide all labor associated with clearing, clean-up and dishwashing. The kitchen must be left neat and “broom clean”; failure to leave the kitchen in a clean condition will result in the assessment of a cleaning charge against the client’s security deposit.
2. Trash must be bagged and taken out to the dumpster in the fenced-in area at the back of the parking lot. Recycling should be rinsed and placed in the marked recycling container in the kitchen.
3. All catering food and supplies must be removed from the synagogue after the reception unless the client has made other arrangements with the Facilities Chair.

I have read and understand the Congregation Beth Hatikvah Catering Directions.

CATERER’S SIGNATURE: _____ DATE: _____

CLIENT’S SIGNATURE: _____ DATE: _____

Please sign and return this form to the client at least one month before the reception date.