



UNITED
ORTHODOX
SYNAGOGUES
of HOUSTON

The David & Ruth Mitzner Building

Event Guide



**UNITED
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Event Information



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Date and Time:	
Responsible Party:	
Name of Honoree:	
Event (Kiddush-Lunch-Dinner-Party):	
Name of Caterer:	
Items Requested:	
Deposit Due: (30 days prior to the event)	Deposit \$ 250.00 _____ Date: _____
Payment Due: (14 days prior to the event)	Payment \$ _____ Date : _____
Notes:	

9001 Greenwillow - Houston, TX 77096

713-723-3850

Contact: Jeff Klein—Executive Director

Jeff@uosh.org



Index



Page 2	Event Information	Page 17	Caterers Agreement
Page 3	Index	Page 18	Clean Up Check List
Page 4	Welcome Letter	Page 19	Notes
Page 5	Planning	Page 20	Notes
Page 6	Policies		
Page 7	Responsible Party Fees, Damages, Mashgiach, Deliveries		
Page 8	Deposits & Payments		
Page 9	Security, Parking, Smoking		
Page 10	Rental Fees		
Page 11	Enhanced Breakfast		
Page 12	Kiddush & Seudot Shlishit		
Page 13	Shabbat Information		
Page 14	Caterers		
Page 15	Event Agreement		
Page 16	Caterers Responsibilities		



UNITED
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SYNAGOGUES
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The David & Ruth Mitzner Building

Welcome Letter



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SYNAGOGUES
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Dear Bal Simcha,

Thank you for choosing United Orthodox Synagogues as the place to hold your event. I know that it is an exciting and hectic time for both you and your family. I will do everything possible to make sure that your event runs smoothly. We can offer many different choices and set ups, so please feel free to contact me with any questions. Below are a few important things to know.

- ◆ Schedule your event as soon as you can.
- ◆ A refundable deposit is required to hold the room and is due no later than 4 weeks prior to the event.
- ◆ Hire a caterer or make the arrangements with me.
- ◆ Make sure your membership account is current. If you have any concerns, please let me know in advance and I will do my best to work it out.
- ◆ Payment in full is due no later than 2 weeks prior to the event. (Exceptions will be for a bris or funeral where payment will be due prior to the event)
- ◆ The most important is to please communicate with me your plans and needs. The more I know, the more I can help you.

I can be reached at 713-723-3850 or Jeff@uosh.org.

I look forward to working with you!

Thank You,

Jeff Klein

Executive Director



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Event Agreement Planning



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Scheduling an Event: The first step in planning your event at UOS is to ensure that the date you want is available. You may contact the synagogue office 713-723-3850 or email Jeff Klein (Jeff@uosh.org). If this is an event that will require a Rabbi; e.g. Wedding, Bar/Bat Mitzvah, Brit etc. Rabbi Gelman will also need to confirm the date. He may be contacted by calling the number above or by email to rabbi@uosh.org.

Once the Event is Confirmed: We have rooms that may be reserved for Shabbat dinners, Kiddush, luncheons, bake days and/or parties. Please contact Jeff Klein to add your event to our calendar and to reserve the rooms that you will require. Office hours are Monday through Thursday 8:30 am to 5:00 pm and Friday 8:30 am to 2 hours before Shabbat and Jewish Holidays. Please see page 10 for rates and room capacities.

Hire A Caterer: Find the caterer you would like for your event. In order to meet health department requirements and adhere to the kashrut standards of the community, UOS must insist that any caterer adhere to our and HKA's guidelines:

- Any caterer working in the UOS kitchens must present a current Food Handler's License and a copy of their Liability Insurance in advance of using the kitchen.
- The caterer must secure a Mashgiach thru HKA. **No caterer may work in the UOS kitchens without the supervision of an HKA mashgiach unless approved in writing by Rabbi Gelman.**

The responsible party or the caterer must call in advance to reserve the kitchen(s) for the event.

A list of caterers already approved by UOS is available on page 14. You are not limited to a caterer on this list; however the above guidelines apply and no caterer will be allowed to use the kitchens without presenting in advance the proper documentation and without a mashgiach. **If you are having a private luncheon on Shabbat you will also be asked to sponsor an enhanced Kiddush for the congregation following services. Please keep that in mind when planning with your caterer.**

FOUR WEEKS PRIOR TO THE EVENT: Deposit of \$250.00 is due to the office.

TWO WEEKS PRIOR TO THE EVENT: Payment is due and review with the caterer and executive director how the room(s) should be set up. You will be required to approve a copy of the final set up plan. If you are planning a buffet, make sure your caterer has specified how many tables are needed and how he/she wants them arranged. If purchasing the Aliyot, please coordinate with the Gabbai, Ernie Palla - ernie.palla@gmail.com. See Fee page 10 for the cost.

THE DAY OF THE EVENT: A staff member will be available throughout the day to make sure everything runs smoothly. Please note that after regular business hours additional fees will be incurred. For a wedding, the bride and bridal party may use the Mikva facilities for preparation. There is a fee for this use and the facility must be cleaned up and all personal items removed before sundown. Please be aware that we are an operational Orthodox synagogue and therefore we will have regularly scheduled services. You are welcome to participate or to conduct your own services at another location.



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Event Agreement

Policies



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Decorations/Flowers/Food: Decorations are limited to table decorations and free standing items. Nothing may be attached to the walls or ceiling. Glitter, confetti, and similar items are not permissible because of cleaning difficulties. All decorations and leftover food must be removed or discarded by the responsible party, decorator or caterer **immediately** after the event (or after Shabbat) and before the facility is vacated. Anything left after the event is over will become UOS property and may be thrown out and an additional charge will be incurred and deducted from the deposit.

Linens & Tableware: *Linens and decorations are not included.* This includes decorative centerpieces. The family must provide any plastic plates, cups and utensils needed. The Synagogue has the basic white plastic tableware, cups and utensils at the **additional cost of 125.00 per 400 people**. The Synagogue will provide the chinaware dishes and flatware for lunches and dinners.

Setup: Decorating on Shabbat for a Saturday night or Sunday event is not be permitted.

Photography/Video: No photos may be taken on Shabbos or religious holidays. You may wish to arrange for family photographs at the synagogue before or after your event. For other times, please schedule with the office so that they can ensure that no conflicts arise during the photography session and so that the sanctuary can be prepared for you.

Security: Security is required for any group over 50 people. The time will be estimated and added to your cost and may be adjusted based on time used. Please see page 10 for charges.

Washing Stations: There are two washing stations in Freedman hall and one next to Tabenhaus Hall.

Serving Bread: For Friday night and Shabbat as well as any Yom Tov meal event it is required to provide one uncut Challah roll per person on the tables or on the buffet for people to make Ha Motzi (following one made by the ba'al simcha).

Alcohol: Grape juice, Scotch and Vodka will be provided by UOS for Kiddush for a Shabbat or Yom Tov event for the cost of 125.00 for 400 people. This is not provided for a non Yom-Tov or non Shabbat event. If the responsible party would like something else they can make arrangements to bring their own in. The delivery and Kosher guidelines apply.

Bake Day: For members in good standing there is one personal bake day allowed. The cost will be \$ 200.00. It is for the family use only and can not be given to a caterer in place of a kitchen day. Please reserve your bake day with the office. All food brought in must be scheduled at least 2 days in advance and will follow the same rules as deliveries. A mashgiach thru HKA or Rabbi Gelman approved will be required. All containers to store bake goods must be brought in by the member and must be stored at UOS.

Ushers: For a group of 50 or more, one or more usher(s) will be required.

Candy: is traditionally thrown at a bar/bat mitzvah or AufRuf and must be purchased thru the synagogue at the cost of \$10/lb. or approximately 45 pieces. No other candies will be permitted into the sanctuary/chapel for this purpose.



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Fees-Damages-Mashgiach



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ORTHODOX
SYNAGOGUES
of HOUSTON
The David & Ruth Mitzner Building

Fees: All prices are fixed and non negotiable.

- ◆ The fee for the room includes the pre-arranged amount of tables and chairs and covers the use of the room for **six hours**. The time period begins at the beginning of the event and ends at the end of the event. Prior setup time can be requested thru the office. If additional use requires staff to stay longer there will be an additional charge of \$ 50.00 per hour.
- ◆ An event is defined by having one set up within a 6 hour period. An additional set up or any event after the 6 hour period will be considered an additional event and will incur additional hall rental charges.
- ◆ Should the caterer fail to pay any or all additional fees accrued, the balance will be due and payable by the responsible party. Please see Page 10 for individual fees
- ◆ A community Kiddush will include a free hall rental and free basic set up. Any other set up will incur the set up fee found on page 10. All other charges (Example: kitchen fees) will apply.
- ◆ For a community Kiddush, if a caterer only uses the kitchen to store food that has been prepared elsewhere (and verified thru HKA) a reduced charge of \$ 250.00 will apply. Please note that if the kitchen equipment is used the standard charges will be added.

Damages: The premises should be left in the condition it was found. If any areas used are not left in a clean and orderly manner upon inspection by synagogue staff, the responsible party will be notified, their damage deposit will be forfeited, and additional charges may apply. All expenses incurred for damages to UOS and/or UOS employees caused by any guest or outside contractor hired by the responsible party shall be the responsibility of the responsible party.

Mashgiach: Mashgiach fees will be included with your catering fees as they will be paid by the caterer; however if any additional food is brought in or if a bake day is used, a mashgiach will be required and the responsible party will be charged. The kitchens will NOT be opened until a Mashgiach is present. For delivery of additional food the delivery policy will be followed.

Deliveries: Deliveries are only accepted at the synagogue Monday thru Friday from 9:00 am - 3:00 pm. Please coordinate with the office so we are aware which vendors to expect. There are no deliveries during Shabbat or religious holidays. Any other times must be approved by the synagogue office and will incur an additional charge of \$25.00 per hour. The responsible party will provide the office with a list of expected vendors, and deliveries (date & time), (Example: photographers, Florists, Decorators etc.).



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ORTHODOX
SYNAGOGUES**
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The David & Ruth Mitzner Building

Event Agreement

Deposits & Payments



**UNITED
ORTHODOX
SYNAGOGUES**
of HOUSTON
The David & Ruth Mitzner Building

Deposits: The **responsible party** is required to give UOS a \$250.00 deposit (to hold the room and as a damage deposit) upon the signing of this contract. It will be returned after the event is over and if all areas used have been returned to the way it was found. The rooms will be checked by the end of the first business day after the event by a staff member. Please see below for the cancellation schedule.

The **caterers** will be required to give UOS, a \$500.00 deposit that will not be cashed unless there are damages incurred during the use of the kitchen and sign the Caterers Agreement.

Payment: A) If the responsible party is a member of UOS they will need to be current in all of their financial obligations to UOS prior to executing an agreement with the caterer and throughout the time of your event. If you are not current at least 30 days prior to your event, the synagogue office, in its sole discretion, may inform the caterer that they are not authorized to cater the event other than our standard set up and you will be charged as a non-member. If current, payment will be due 2 weeks before the event. If payment is not made 2 weeks days prior to the event, UOS shall be released from this commitment and will be free to re-book the facilities with other clients.

B) If for any reason beyond our control, but not limited to accident, act of G-D, fire, flood, or other emergency condition, and UOS is unable to perform its obligations under this agreement, your payment will be returned in full with no further liability. Under no circumstances shall UOS be liable for any consequential damages.

C) Cancellation Schedule:

Notice	Refund
31 + days	100%
22-30	75%
15-21	50%
8-14	25%
0-7	0%



UNITED
ORTHODOX
SYNAGOGUES
of HOUSTON
The David & Ruth Mitzner Building

Event Agreement

Security-Parking-Smoking Policy



UNITED
ORTHODOX
SYNAGOGUES
of HOUSTON
The David & Ruth Mitzner Building

Security: Our security policy has been established for the safety of our members and their families. The synagogue office will arrange the scheduling of one or more peace officers or guards to cover your event. The responsible party will pay for the security. UOS has a gate system, which is normally kept closed. Arrangements must be made for caterers and staff, hosts or guests to enter the facility. Caterers and staff are not to disrupt the UOS Goldberg Montessori School while it is in session.

Prior to any event preparation, Caterers, photographers, musicians, florists, etc., must provide a photo ID for all staff that will be working at UOS.

HPD or one or more security guard (s) will be on duty. All instructions given by the security personnel must be followed. For all events there should be at least one officer per approximately 100 people. If the event is heavily children oriented, we may require more officers based on the guest count. If alcoholic beverages are served at any event, an additional officer/guard will be required. See page 10 for costs.

Smoking: *UOS is a no smoking facility.* No smoking is allowed anywhere on the premises. Doors may not be propped open for people to smoke outdoors. Cigarette butts are not to be dropped anywhere outside the building. This applies to all guests, caterers and any staff. Any cigarette butts found will result in a \$50 fee deducted from your security deposit, and any fines resulting from a violation of the no smoking rules will be the responsible parties responsibility to pay.

No Parking Signs and Fire Zones.

- a. All areas in the parking lots adjacent to the building are designated and marked fire zones. Parking is not allowed in any fire zone at any time by anyone including, but not limited to, hosts, guests, caterers, staff, etc.
- b. Handicapped spaces are marked and may not be used by anyone without a valid handicapped sticker.
- c. Mikva spaces are marked any may not be used by anyone other than Mikva users during the hours as marked.
- d. For loading and unloading all vehicles must have a driver in the vehicle at all times who can move the vehicle if necessary. Any unattended vehicle is considered to be illegally parked. Immediately upon completion of loading or unloading, the vehicle must be moved to a legal designated parking space.

Vehicles parked in fire zones or otherwise improperly or illegally parked may be ticketed and will be towed. There is NO parking allowed on the west side of Greenwillow (opposite side of the synagogue. All fines and towing fees will be your responsibility.

Staff Instructions.

- a. You will be, or have been, given the name of the UOS staff member who is in charge of the facility during your event. Any instructions the host or the caterer want to give must be given to this person and to this person only.

The hosts, caterers, catering staff and guests must follow any instructions given to them by UOS staff. You will be responsible for any costs or consequences for failure to follow instructions from UOS staff.



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ORTHODOX
SYNAGOGUES
of HOUSTON
The David & Ruth Mitzner Building

Aliyot Information



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SYNAGOGUES
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The David & Ruth Mitzner Building

We are overjoyed that you have chosen to celebrate your Simcha at UOS. We look forward to sharing in your joy. Below are some guidelines that will enable you to honor friends and family members who are participating in your Simcha.

A Bar/BatMitzvah family that makes a minimum donation of \$360 to the synagogues is entitled to distribute the following honors.

- Opening the Ark to take out the Torah
- Taking out the Torah
- Close Ark
- Family's choice of five aliyot. UOS reserves two aliyot for Yarzheits or other special member requirements.
- Maftir
- Hagbah and Gelila
- Opening the Ark to return the Torah
- Placing the Torah in the Ark
- Close Ark
- Leading Anim Zmirot/Adon Olam
- Opening the Ark for Anim Zmirot

The Bar Mitzvah family is not permitted to distribute any Torah reading or leading of services without first clearing it with Rabbi Gelman one month in advance of the Bar Mitzvah.

Please avoid uncomfortable situations with family members and friends and speak to Rabbi Gelman before distributing Torah reading or leading of services.

On the next page, please find a form which should be used to submit the requested honors to the Gabbaim two weeks in advance of the special weekend.



**UNITED
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SYNAGOGUES**
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The David & Ruth Mitzner Building

Aliyot Honors



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Event of:

Date:

<p>“Vay’hi binsoah ha aron...”</p> <ul style="list-style-type: none"> • P’sicha (Open Aron) • Take out Torah(s) • Close Aron 	<ul style="list-style-type: none"> • • •
<p>(Bar Mitzva only) Torah Reading *</p> <p>*(NOTE: Any Torah reading not being done by the Bar Mitzvah himself will be assigned by UOS ritual staff <u>only</u>.)</p>	<p>The Bar Mitzvah boy plans to read the following Aliyot himself:</p>
1 st Aliyah (Please designate if Kohein or Levi)	
2 nd Aliyah (Please designate if Kohein or Levi)	
3 rd Aliya	
4 th Aliyah	
5 th Aliyah	
Maftir	
Hagbah (Sefer Rishon) Gelilah	
Hagbah (Sefer Shani) Gelilah	
Haftarah	
Mussaf : Reserved for Bar Mitzvah boy only at family's option	
<p>Rosh Chodesh Benching (if applicable)</p> <ul style="list-style-type: none"> • hold Torah scroll one • hold Torah scroll two 	<ul style="list-style-type: none"> • •
<p>“Etz chayim hi lamachazikim...”</p> <ul style="list-style-type: none"> • P’sicha • Return Torah(s) • Close Aron 	<ul style="list-style-type: none"> • • •
<p>Anim Zmirot</p> <ul style="list-style-type: none"> • Psicha 	<ul style="list-style-type: none"> •
Lead Anim Zmirot/Adon Olam	



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SYNAGOGUES**
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The David & Ruth Mitzner Building

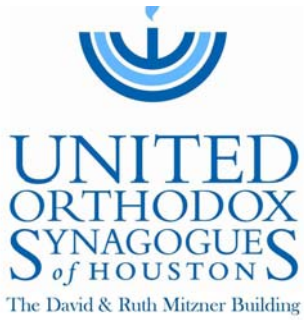
Event Agreement

Fees



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SYNAGOGUES**
of HOUSTON
The David & Ruth Mitzner Building

	<u>Tabenhaus Hall</u> Capacity W/ Buffet app 150 Capacity W/ Seating app 200	<u>Freedman Hall</u> Capacity W/ Buffet app 350 Capacity W/ Seating app 400	<u>Library/Mikvah/ Sukkah</u> Capacity seated app 50	<u>Sanctuary</u> Men's Seating app 189 Women's Seating app 201
Members in good standing:	\$ 350.00	\$ 500.00	\$ 150.00	\$ 350.00
Non-Member:	\$ 700.00	\$ 1000.00	\$ 300.00	\$ 700.00
Non Profit:	\$ 350.00	\$ 500.00	\$ 150.00	\$ 350.00
Add Staff: \$25.00/hr	Aliyot: \$ 360.00	Candy: \$10/pound (Est. 45 pieces)	Grape Juice, Scotch & Vodka: \$ 125.00 Paper Goods: \$ 100.00 (for up to 400)	Mikvah use for a wedding 4 hours: \$ 180.00
	<u>Kitchen/Day</u>	<u>Bake Day</u>	<u>Set/Clean Up</u>	<u>Security/Police</u>
Members in good standing:	\$ 350.00 \$ 250.00—Jenny Tavor	\$ 200.00 * No Caterers	\$ 200.00	\$ 25.00/hr \$ 35.00/hr
Non-Member:	\$ 500.00	\$ 350.00	\$ 250.00	\$ 25.00/hr \$ 35.00/hr
Non Profit:	\$ 350.00	Not Available	\$ 200.00	\$ 25.00/hr \$ 35.00/hr
Add Staff: \$25.00/hr	Mashgiach Fees per HKA			



Event Agreement

Enhanced Breakfast

Bris/Baby Naming



The responsible party may choose to sponsor the enhanced breakfast options offered by the synagogue. The fee for breakfast is based on 30 attendees, some of which will be regular minyan attendees. Please estimate guests accordingly.

<p>Enhanced: 25-30 people \$ 180.00</p>	<p>Includes: 96 ounces of lox, cream cheese, tomatoes, bagels, scrambled eggs, orange juice and coffee</p> <p>There will be an additional charge of 5.00 for each additional person after 30</p>
<p>Deluxe: 25-30 people \$ 240.00</p>	<p>Includes: Lox, cream cheese, tomatoes, bagels, scrambled eggs, scrambled eggs with mushrooms onions and green pepper, hash browns, fruit tray , orange juice and coffee.</p> <p>There will be an additional charge of 6.00 for each additional person after 30</p>
	<p>For any of the above if want New York Bagels there is an additional charge of 7.00 per dozen plus a possible delivery charge.</p>
<p>Add Staff: \$25.00/hr</p>	<p>If additional set up or clean up is required additional staff may be required.</p>

A member of the family may bring in pre-prepared dairy or pareve items, sealed with appropriate kosher certification. All items brought into the synagogue will need to be checked by the Executive Director, Rabbi or mashgiach. Decoration of the room will be permitted if coordinated with the office.

All delivery and Kosher rules apply. See pages 4-8.



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SYNAGOGUES**
of HOUSTON
The David & Ruth Mitzner Building

Event Agreement

Kiddush & Seudot Shlishit



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SYNAGOGUES**
of HOUSTON
The David & Ruth Mitzner Building

UOS offers a number of standardized Kiddush and Seudot Shlishit options, designed to make sponsorship simple and affordable. We work with outside vendors and caterers including the attached list of approved vendors to provide enjoyable options which will serve to enhance your special event.

UOS Kiddush Basic: \$ 250.00 Pick any two items \$ 300.00 Pick all three items	Based on 400 people: Includes: grape juice, schnapps, soda, lemonade, water along with your choice of: Fruit, Cookies or Cake, plastic table cloth silverware and plates
UOS Seudot Shlishit \$ 175.00	Based on 75 people: Includes: pita and 2 salads from Pita Pal, potato chips and drinks
UOS Seudot Shlishit \$ 250.00	Based on 75 people: Includes: pita, borekas, two salads from My Pita, potato chips and drinks
Jenny Tavor—Lovely \$ 825.00	Based on 400 people: includes grape juice, Schnapps, plastic table cloth silverware and plates Please see the website for what all is included plus optional additional items
Jenny Tavor—Exceptional \$ 1425.00	Based on 400 people: includes grape juice, Schnapps, plastic table cloth silverware and plates Please see the website for what all is included plus optional additional items
Jenny Tavor—Magnificent \$ 2025.00	Based on 400 people: includes grape juice, Schnapps, plastic table cloth silverware and plates Please see the website for what all is included plus optional additional items
Jenny Tavor—Spectacular \$ 2625.00	Based on 400 people: includes grape juice, Schnapps, plastic table cloth silverware and plates Please see the website for what all is included plus optional additional items
Jenny Tavor—Seudot Shlishit \$ 550.00	Based on 75 people: Please see the website for what all is included
	See website for additional information www.uosh.org/kiddush



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Event Agreement

Shabbat Information



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IMPORTANT INFORMATION

1. All food to be used for a Shabbat or Holiday event must be on the premises and in the kitchens before the office closes. Please note that the office closes at 5:00 pm or 2 hours before Shabbat/Holiday, whichever is earlier. **If the delivery goes past when the office would be closed, an hourly charge of 25.00 will be added.**
2. No transportation, deliveries or unloading of food equipment, etc. whatsoever is permitted on Shabbat even if operated by a non -Jewish employee.
3. ***ALL SHABBAT MEALS (not including Kiddush) MUST INCLUDE AT LEAST ONE WHOLE UNSLICED CHALLAH ROLE FOR EACH PARTICIPANT. IT IS NOT SUFFICIENT TO ONLY PROVIDE TWO LARGE CHALLOT.
4. The caterers may begin preparations after Shabbat or the Holiday is over and once the Mashgiach arrives.
5. The event may not begin until 1 hour after Shabbat or the Holiday is over.
6. Hot food preparations which require an open flame, adjustment of temperature, or setting of the range, oven or any other electrical unit, may not take place after candle-lighting time on Friday and thru Saturday.
7. Jewish personnel involved with the food preparation may not violate Shabbat in order to arrive at the starting time. These personnel must be in the area or within walking distance of the kitchen. Where this is not possible, a later starting time must be set in order to accommodate a proper opening time.
8. When food service begins on Saturday after Mincha and before sunset, such a meal is considered a Shabbat function and preparations may take place during the day. Food serving may then continue immediately after Shabbat but no warming may begin until 43 minutes after sunset.
9. Built-in ovens may NOT be left on over Shabbat.
10. There are 2 hot boxes and a steaming table that may be used.
11. Hot water can be requested for coffee and tea.



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Event Agreement

Caterers



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**Below is a list of possible caterers listed in alphabetical order by company name.
Please note that we can work with any caterer that will follow the HKA guidelines.**

Company	Name	Phone
Chef Smirnov Catering	Vladmir Smirnov	713-838-2433
Custom Catering	Jenny Tavor	713-669-8350
Fresh Foods	Martine Levine	713-484-9000
Katz Catering	Benny Katz	281-827-5756
Laykie's Gourmet	Laykie Donin	713-283-4030
Café J (JCC)	Laykie Donin	713-729-3200 x 3232
Ruth Cuisine	Ruthie Maman	713-557-8030
Saba's		713-270-7222
Suzie's Grill	Susan Goldstein	713-729-5741

Updated: July 2013

Note that this list is subject to change at anytime. Please contact the synagogue office – (713) 723-3850 in advance to ensure the caterer of your choice is on the approved list. You may also wish to inquire about any caterer not on this list.



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SYNAGOGUES**
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The David & Ruth Mitzner Building

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SYNAGOGUES**
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Date of Event: _____ Event: _____

Responsible Party: _____ Caterer: _____

Service	Cost
Hall Rental:	
Set Up Clean up Fee	
Kitchen Fee (# of days) _____ @ _____ /day	
Bake Day \$350/day non members	
Additional In house staff after hours (\$25/hr)	
Grape Juice, Scotch & Vodka: (400 people=125.00)	
Paper Goods: (Plates, Silverware, Plastic Table Cloths): (400 people = 100.00)	
Candy (10.00 lb.or app 45 pieces)	
Security (25 hr)	
Aliyot - \$360	
Other	
Payment is due xx/xx/xx	\$ -

Deposit: \$ 250.00 Due on signing - Total due 30 days before event:

I hereby request the above facilities and services be reserved for my event. Adjustments for actual hours for In-House Staff, Mashgiach, Security Officer and additional facility costs incurred will be billed after the Event and must be paid upon receipt. I agree to be responsible to pay for all charges and to all abide by all of the terms and conditions in this agreement.

Date: _____

Address _____

City, State, _____

Home _____

Cell: _____

Email: _____

Responsible Party

UOS Executive Director



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of HOUSTON
The David & Ruth Mitzner Building

Caterer's Responsibilities



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The David & Ruth Mitzner Building

- ◆ The caterer must follow all HKA requirements.
- ◆ The caterer must furnish **IN ADVANCE**: 1) a copy of their liability insurance policy 2) a copy of their Food Handler's Permit issued by the City of Houston 3) a deposit in the form of a check for \$500.00.
- ◆ The caterer is required to sign an agreement.
- ◆ The caterer is required to prepay for use of kitchens if being used for a non UOS event.
- ◆ The caterer is responsible for making sure that the dates needed for the kitchen are reserved. For a UOS event, the kitchen, room and facility fees are billed to the responsible party.
- ◆ A HKA Mashgiach is required before any kitchen is opened and will be required to stay until the kitchen is ready to be locked. The caterer is responsible for paying HKA directly.
- ◆ The caterer is responsible for making sure that a drawing of the room setup is submitted no less than two weeks prior to the event. This is essential so that the synagogue has the time to schedule staff for this function. The responsible party and the caterer are required to approve the layout. If a layout is not received 2 weeks prior additional charges may be incurred.
- ◆ All caterers who use the UOS facilities are responsible for providing the staff to service the function. UOS staff cannot assist with food preparation or cleanup. The caterer must submit a list of all staff along with their IDs at least 24 hours prior to the event.
- ◆ All supplies or pre-prepared items brought into the Synagogue in advance require a Mashgiach (Caterer responsible for paying the Mashgiach). Sealed items with kosher symbols on HKA 's list can be brought in and approved by the Executive Director.
- ◆ Deliveries must be scheduled with staff a minimum of 2 days in advance and during normal business hours. Same day notification or after hours will incur an additional \$25.00 per hour charge payable at the time of delivery and before any food is accepted into the facility.
- ◆ Unloading of any vehicle by the fire lane must be completed with 15 minutes. Any tickets or towing expense will be charged to the caterer.
- ◆ No caterer or staff may walk through the UOS Goldberg Montessori School hall while the school is in session. If needed they must go around on the outside of the building.
- ◆ The caterer and staff should park on the synagogue side of Greenwillow to allow parking for event attendees.
- ◆ The kitchen rental is for 8 hours during regular business hours. For hours less than 8, the charge will be \$50.00 per hour if needed for a member in good standing and \$ 75.00 per hour for non-members, with a 4 hour minimum. There may be an additional charge for hours not during regular business hours.
- ◆ **DISCLAIMER OF WARRANTY:** TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, UNITED ORTHODOX SYNAGOGUES PREMSIS AND SERVICES ARE PROVIDED "AS IS" WITHOUT WARRANTIES, CONDITIONS, REPRESENTATIONS OR GUARANTIES OF ANY KIND, EITHER EXPRESSED, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, SATISFACTORY QUALITY OR FITNESS FOR A PARTICULAR PURPOSE. UOS DOES NOT WARRANT THE OPERATION OF ITS FACILITIES TO BE UNINTERRUPTED OR ERROR FREE. YOU BEAR THE ENTIRE RISK AS TO THE RESULTS, QUALITY AND PERFORMANCE OF THE SERVICE SHOULD THE SERVICE PROVE DEFECTIVE. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY A UOS AUTHORIZED REPRESENTATIVE SHALL CREATE A WARRANTY.



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Caterer Agreement



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Date of Event: _____ Caterer: _____

I have been hired by _____ to cater the meal(s) for their event which

Is scheduled on _____.

I am insured by _____ and my insurance policy # is: _____.

(A copy of my policy is hereby provided or a current copy is already on file at UOS.) UOS must be added with a minimum 1 million dollar liability.

I will require the Meat kitchen from: _____ to _____.

I will require the Dairy kitchen from: _____ to _____.

I hereby agree to the following:

1. To clean the kitchen using the attached guidelines and to leave it ready for the next event. If not I will forfeit my deposit and I will be required to leave an additional 100.00 (ex. 350.00) deposit the next time. (A staff member will check on the first business morning after the event. All final rulings will be made by the President of UOS.)
2. I will follow all food, health and safety regulations. My Food Handlers License # is: _____ (A copy of my license is hereby provided or a current copy is already on file at UOS)
3. I have read and accept all policies stated on the previous page and in this agreement.

Adjustments for actual hours for In-House Staff, Mashgiach, Security Officer and additional facility costs incurred will be billed after the Event and must be paid upon receipt. I/We agree to pay upon receipt of

Date: _____

Address _____

City, State, _____

Caterer

Business
Phone:

Cell: _____

UOS Executive Director

Email: _____



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Clean Up Checklist



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- _____ 1. Clean stove thoroughly.
- _____ 2. Let ovens cool and clean any spills before they set and leave empty.
- _____ 3. Wipe the outside of the ovens to remove debris.
- _____ 4. Check under ovens and remove any debris.
- _____ 5. Clean and dry cutting boards before storage.
- _____ 6. Clean and dry dishes thoroughly and properly return to storage closets. Closets must be locked when done.
- _____ 7. Clean and dry utensils. Put them in their original place.
- _____ 8. Pick up rubber mats and shake them outside and hose down.
- _____ 9. Mop floors.
- _____ 10. Clean sinks and counter tops. Counters must be free of debris and not sticky.
- _____ 11. Remove debris that may have fallen into bins holding small kitchen gadgets.
- _____ 12. Wipe down refrigerators in the kitchens.
- _____ 13. Wipe down shelves in walk-in fridge and leave fridge empty. For Shabbos or Yom Tov, collect leftover food no later than the following business day.
- _____ 14. Sanitize kitchen surfaces using bleach or other cleaners.
- _____ 15. Any cleaning or wiping cloths belonging to UOS must be bagged but not sealed in the trash bags provided and left near the hand washing sink.
- _____ 16. All trash must be removed to the dumpster behind the social hall.

Complete the following information:

Event: _____ **Date Cleaned:** _____

Caterer's Name: _____ **Phone:** _____

Caterer's Signature: _____

UOS Staff Approval: _____

Caterer's deposit will be used to cover any additional cleaning expenses and additional charges may be applied.



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