



## *A Vendor's Guide to*

# **USING SPACE at Temple Israel**

## *Caterers, Florists, & Decorators*

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## TEMPLE ISRAEL INFORMATION & GUIDELINES FOR CATERERS

- Temple Israel may bar any caterer from returning who has not/does not comply with these guidelines or with the previous guidelines of Temple Israel.
- Caterers are to comply fully with the instructions of the Temple Israel staff.
- Caterers must have a *Caterer's Agreement* (page 3) and **current Certificate of Insurance with Temple Israel named as additional insured for each event** on file at Temple Israel fourteen (14) days prior to the scheduled event.
- Please **schedule deliveries & pick-ups with Event Coordinator in advance**. We will refuse “drop-in” arrivals if they disrupt our scheduled work.
- Caterers must provide all china, glassware, utensils, flatware, cooking equipment, and serving equipment unless otherwise arranged with events coordinator.
- Caterers may use Temple Israel’s roll carts, stoves, tables, chairs, and refrigerators. Please alert the staff in advance so that these items will be made available. Please note that there is not much freezer space. If you require freezer space, please contact the Event Coordinator.
- Caterer is responsible for bagging and disposing of all trash. Any trash remaining will affect the client’s receipt of security deposit.
- **There is no dishwasher available for caterer use at private functions.** If one is needed, caterer must contact Temple Israel’s Event Manager, Jamie Frick, (617) 566-3960 to hire Temple Israel staff to run our dishwasher.
- NO CANDLES and/or open flames!
- **No pork or shellfish may be served.** Dishes containing these products will be removed from the Temple grounds at your expense. Replacements will not be provided!
- Smoking is prohibited anywhere in the Temple or on the Temple grounds. **Caterers, cooks & waitstaff may not smoke on the terrace just outside the kitchen ramp door.**
- All afternoon events must terminate by 4pm. All evening events must terminate by Midnight. Temple Israel staff will assist in upholding this guideline if needed. Caterers and their staff must be finished cleaning and ready to leave the building 1 hour after the conclusion of their event. If more time is needed, this needs to be scheduled with the Events Coordinator.
- Food and drink are to be served only in the designated areas.
- All reception spaces are to be left “broom clean.”
- Before the event Temple Israel staff will:

- a. clean and prepare rooms
  - b. accept pre-arranged deliveries and store supplies
  - c. set up all tables and chairs belonging to Temple Israel according to floor plan outlined by person engaging facilities
  - d. lock up wines and liquors if required
- During the event Temple Israel staff will:
    - a. attend to building maintenance problems if they occur
    - b. staff our reception desk to meet & greet guests/accomodators and validate parking if it has been arranged and paid for by person engaging facilities
    - c. provide supervision of the kitchen by the Accomodator
  - After the event the Temple Israel staff will:
    - a. break down the set up of chairs and tables belonging to Temple Israel
    - b. wash the function room floor (excluding kitchen area) after it has been left broom-clean by the caterer
    - c. coordinate with delivery person(s) in picking up rental returns
  - Caterer is responsible for cleaning the entire kitchen area according to the criteria outlined in the *Kitchen Cleaning Checklist* (page 4). Failure to do so will result in a reduction of your client's security deposit.
  - Please be aware that if the family has not made arrangements to pay for parking, you and your staff will be responsible for parking fees incurred at any area parking garages. After 4 PM, or on weekends, the fee at the MASCO parking garage (located beside the Temple; entrance on Longwood) is a flat rate of \$6.00.

\_\_\_\_\_

Caterer's Signature

\_\_\_\_\_

Date

**TEMPLE ISRAEL  
CATERER'S AGREEMENT**

This Agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between CONGREGATION ADATH ISRAEL, also known as TEMPLE ISRAEL, with places of worship in Boston, Suffolk County, herein called the TEMPLE, and \_\_\_\_\_, residing in \_\_\_\_\_, \_\_\_\_\_ County hereinafter called the CATERER.

WHEREAS, the TEMPLE desires to provide for catering services to be performed at its building, located at the corner of Longwood Avenue and Plymouth Street, Boston, Suffolk County; and

WHEREAS, the CATERER is in the business of performing catering services and desires to perform such services for the TEMPLE of those making use of its building:

NOW THEREFORE, in consideration of the mutual covenants herein contained, and for other good and valuable considerations the receipt of which is hereby acknowledged by both parties to the AGREEMENT, the TEMPLE and the CATERER agree as follows:

1. The CATERER agrees that in performing catering services for the TEMPLE of making use of its building located at the aforesaid address the following conditions shall apply.
2. The CATERER agrees to carry Product Liability Insurance and Public Liability Insurance, at the sole expense of the CATERER, with an insurance company or companies and in amounts satisfactory to the TEMPLE, and to furnish the TEMPLE with certificates of such insurance, which certificates shall indicate that the CATERER is covered for contractual liability hereunder.
3. The CATERER agrees to indemnify and save the TEMPLE harmless against all and any loss, liability, damage and expense and to pay all sums which the TEMPLE shall become legally obligated to pay, as damages, as a result of the consumption of food and beverage, prepared or served, by the CATERER or as a result of any unclean, cracked, broken or otherwise defective dishes, glassware, silverware, or utensils of any kind, provided for such occasions by the CATERER or as a result of any other act of the CATERER.
4. The CATERER agrees to pay and to indemnify and save the TEMPLE harmless for all reasonable attorney's fees and all other expenses incurred by the TEMPLE in defending any legal action brought against the TEMPLE by reason of the aforesaid.
5. The CATERER agrees to carry Workmen's Compensation Insurance and will provide the TEMPLE with certificates of such insurance. The CATERER may not assign or delegate any rights or duties created by or arising under this agreement without the prior written approval of the TEMPLE.
6. This Agreement shall continue from year to year until canceled by written notice given by either party to the other.
7. The CATERER agrees to provide, at least 14 business days prior to the event, a \$200 deposit against damage and kitchen clean up. This deposit will be returned within 7 working days of the event, upon inspection by the Head Accomodator.

IN WITNESS WHEREOF, CONGREGATION ADATH ISRAEL has caused these presents to be executed by its Executive Director or Building & Facility Manager, hereunto duly authorized, and the CATERER has thereunto affixed its signature, all on the day and year first above written to take effect as a sealed instrument.

CONGREGATION ADATH ISRAEL

By \_\_\_\_\_  
Executive Director/ or Events Manager

\_\_\_\_\_  
Caterer  
  
\_\_\_\_\_  
Address  
  
\_\_\_\_\_  
Phone

**CATERER'S  
KITCHEN CLEANING CHECKLIST**

1. \_\_\_\_\_ Wash and dry all stainless steel counters.
2. \_\_\_\_\_ Wash and dry around dishwasher area: include stainless counters, edges, and under shelves. Sinks must be cleaned thoroughly.
3. \_\_\_\_\_ Wash and dry all ovens used including warmer, convection oven, salamander, fryolator, griddle top and stove top.
4. \_\_\_\_\_ Wash doors of fridges and freezers. Wipe up spills inside fridge and freezer.
5. \_\_\_\_\_ Sweep floor: include corners, and under all appliances and moveable counters.
6. \_\_\_\_\_ Mop floors with solution provided by Temple Israel.
7. \_\_\_\_\_ Wash and dry all trash barrels.

**\*\*\*IMPORTANT REMINDERS\*\*\***

Turn off stove hood light and fan. Turn off all ovens and stoves.

Caterer is responsible for bagging and disposing of all trash.

Please leave this in Event Coordinator's mailbox (located in the reception area) upon completion.

\_\_\_\_\_  
Head Accomodator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Caterer's Signature

\_\_\_\_\_  
Date

## **TEMPLE ISRAEL INFORMATION AND GUIDELINES FOR FLORISTS AND DECORATORS**

Please contact the Event Coordinator Jamie Frick at Temple Israel, (617) 566-3960 ext. 136 or [jfrick@tisrael](mailto:jfrick@tisrael), if you have any questions regarding decorations for an upcoming event. These guidelines are designed for the physical safety of our guests and with respect for our physical facility. Disregard of these guidelines may result in restrictions of the availability of Temple Israel for your business.

- Deliveries of equipment and/or flowers must be arranged in advance with the Event Coordinator or the Building & Facilities Manager. Pick up of any items left behind following the event must be arranged before the event takes place.
- NO CANDLES or open flames, per Fire Code. Candle lighting ceremonies for Bar/Bat Mitzvahs will only be allowed to take place if the linen on the cake table is fireproof or a Boston Fire Marshal is present. **NOT EVEN VOTIVE CANDLES! There will be no exceptions to this rule.**
- The Temple's safety standards require that all EXITS be free and accessible to egress at all times. No floral forms or decorations are permitted to block or interfere with EXITS.
- Please be aware that you may be charged additional cleaning fees if you use glitter or other materials that are difficult to clean up.
- The use of wire, tacks, or scotch tape is forbidden. Masking tape may be used but please ensure that it is completely removed at the end of the event. Decoration requiring electricity may be used only if arrangements have been made with the Event Coordinator or the Building & Facilities Manager.
- All floral decorations in the Chapel or the Sanctuary must be freestanding or tied on using ribbon. No clamps, tacks, pins, or tape may be used on the furniture, walls or pews.
- No decorations may be hung on windows or painted surfaces.
- Florists and decorators must clean up the area in which they are working before leaving the Temple. (Note: All leaves, flower petals, etc. dropped in transit from the delivery truck to the decorated area must be removed before leaving).
- All decorations and equipment must be removed following the event unless special arrangements have been made with the Event Coordinator. The Temple is not responsible for plants, decorations or equipment behind.
- The final decision of what is appropriate is that of the Event Coordinator, Building & Facilities Manager, or the Executive Director. The staff will cooperate with the Florist and/or Decorator in decisions made in regards to decorations.