



A Vendor's Guide to

**USING SPACE
AT TEMPLE ISRAEL OF BOSTON**

Caterers, Florists, & Decorators

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TEMPLE ISRAEL INFORMATION & GUIDELINES FOR CATERERS

Temple Israel staff will:

- a. clean rental areas before the start of the event
 - b. set up all tables and chairs belonging to Temple Israel according to floor plan outlined by person engaging facilities
 - c. during the event Temple Israel staff will attend to building maintenance problems if they occur
- 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 Temple Israel policies and will direct any concerns to the Temple Israel Event Manager.
 - 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 the Events Department 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 for the events.
 - 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 or fryolator available for caterer use at private functions.**
 - 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 11:00 PM.** 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 Temple Israel Events Coordinator.
 - Food and drink are to be served only in the designated areas.
 - All reception spaces are to be left “broom clean.”

**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 Temple Israel Events Department.

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, 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. Temple Israel doesn't provide trash bins for caterers.

Caterer is responsible for removing their belongings, food, drinks, ice in refrigerators and freezer.

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 Department, at Temple Israel, (617) 566-3960 x 153 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 Events Department. Pick up of any items left behind following the event must be arranged before the event takes place.
- NO CANDLES or open flames. **NOT EVEN VOTIVE CANDLES! There will be no exceptions to this rule.**
- No balloons with helium in an effort to avoid setting off the fire alarm
- 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.
- No glitter or other materials that are difficult to clean up.
- The use of wire, tacks, or scotch tape is forbidden on our walls.
- Decoration requiring electricity may be used only if arrangements have been made with the Events Department.
- 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 Events Department. The Temple is not responsible for plants, decorations or equipment behind.
- The final decision of what is appropriate is that of the Temple. The staff will cooperate with the Florist and/or Decorator in decisions made in regards to decorations.