



Congregation Beth El
 1200 Fairfield Woods Road
 Fairfield, CT 06825
 Phone 203-374-5544
 Fax 203-374-4962
 office@bethelfairfield.org

POLICY FOR CATERERS

Caterer's Name, Address, Phone: _____ Today's Date _____
 _____ Client's Name _____
 _____ Date of Event _____

All caterers who use the facilities at Congregation Beth El are required to comply with our "Caterer's Policies." Please sign the enclosed agreement and return it with this page, your Certificate of Insurance and your refundable deposit (see # 3 & 4 below) to the synagogue office within 30 days of receipt of this letter. Failure to comply with this request may prevent you from using the synagogue facilities and from catering any parties at Beth El.

1. Congregation Beth El requires a signed certificate from the Mashgiach indicating that all rules of Kashruth are observed.
2. Caterers must be responsible for the collection of tax on their food bill for the State of Connecticut.
3. The Synagogue must be in possession of an up-to-date Certificate of Insurance (listing Congregation Beth El as an "additional insured") indicating compliance with the enclosed "Caterer's Agreement".
4. A refundable deposit of \$250 should accompany this form and will be held and only used to offset any damages or loss to the Synagogue. Otherwise, it will be returned to you within 15 days after the function.
5. All areas of the synagogue used by you must be returned to a satisfactory condition. Kitchen floors must be mopped and all garbage must be brought to the garbage bin in the back of the building. Synagogue equipment is not permitted for use without prior approval.
6. Please instruct your staff to park their vehicles in paved areas only. Parking is not permitted on the lawn or grass at any time.
7. For Shabbat events, all deliveries must be completed before 1:00 PM on Fridays. All equipment should be removed from the premises as soon as possible. Please note that the delivery or removal of items on the Sabbath IS NOT PERMITTED and violates this contract. Such action can result in the suspension of catering at Congregation Beth El.
8. **The caterer must call the Synagogue administrator one week prior** to the event to confirm times that you will be allowed to make deliveries or enter the facility.
9. Please do not provide ashtrays or cigarettes as **no smoking** is permitted anywhere in the building.

Please sign and return to synagogue office:

I have read and agree to the above policy regulations: _____

Caterer - Please Print Name

 Authorized Signature and Title

 Date