

# *Temple Beth Avodah*

45 Puddingstone Lane – Newton, MA 02459  
Phone – 617-527-0045 Fax – 617-527-0046

## RULES AND REGULATIONS FOR CATERERS, ACCOMMODATORS, ETC.

1. The caterer must furnish a certificate of insurance coverage for property damage, public liability, and workmen's compensation at least two weeks prior to the function unless there is documentation on file for the current year.
2. The caterer must furnish all of his own equipment. Nothing belonging to Temple Beth Avodah may be used.
3. No shellfish or pork products shall be served in any room, or on Temple property.
4. No refreshments may be served in any other than assigned rooms. No preparation of foods may be done in any room other than the kitchen.
5. Usual rules of decorum in serving shall be used. The caterer will be responsible for quiet to be maintained in the kitchen and social hall during services. The caterer must curtail his work if it interferes with other proceedings.
6. All catering equipment, supplies, and food must be brought in through the kitchen's service entrance only. Trucks will park only in the service entrance area.
7. Caterers, accommodators, and others using the premises, including the kitchen, must submit a \$250.00 refundable security deposit with this signed contract, or access to the premises will not be granted. The deposit will be refunded if the following conditions are met:
  - a. The premises must be left in the same clean condition as they were found. This includes all kitchen areas, other rooms used, and kitchen equipment.
  - b. All food must be removed from the dish machine, and all sinks. The disposal sink must be left free of food scraps and the area around it must be cleaned.
  - c. All Temple owned serving items, supplies, and equipment have not been misappropriated.
8. There will also be a \$95.00 non-refundable fee for rubbish removal and use of the dumpster. All garbage must be removed from the premises and put outside in the dumpster. This check must also accompany this signed contract.
9. All caterers are expected to place all recyclable materials in the appropriate bins located in the Temple kitchen. Please see memo on Temple Beth Avodah's Recycling program for further details.
10. Violation of any rules will result in forfeiture of the deposit, and being refused the privilege of the use of the Temple premises in the future. Any other expenses incurred as a result of failure to comply with the Temple rules, will be charged to the caterer, accommodator, etc.
11. The House Committee reserves the right to refuse admittance to any service organization or caterer found to be unsatisfactory.
12. Please notify the Temple office two (2) days prior to the function of expected time of arrival of your service truck, so that a mutually agreeable time to open the premises can be arranged.
13. A copy of this agreement must be signed by the caterer and returned with the payments described above, at least two (2) weeks prior to the function.

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

\_\_\_\_\_  
Date

Family Name: \_\_\_\_\_

Date of Function: \_\_\_\_\_