

## A Message to the Caterer

**Please call the Temple Administrator, at (201) 848-1800, one week prior to the event to confirm your arrival time, special deliveries, arrangements, etc.**

If you are using the Temple's dishes, flatware, etc., note that they may not be mixed with your equipment. You must use one *or* the other.

Linens may be rented through the Temple at an additional charge. Please call the Temple Office two weeks prior to the event with a color and the number and sizes of linens to be rented.

**Note: Our custodian is on the premises during the party in a supervisory role only. You must bring adequate staff for the size of the event. He will assist and direct you with whatever your needs are, within the building.**

Thank you in advance for your cooperation.

Please give a copy of this form to the caterer before your bar/bat mitzvah so that he/she understands his/her responsibilities. On the day of the event, he/she will be asked to sign the form.

Our lead custodian, Zackery Griffin, is in charge of the building and all aspects of a catered event. He has the authority to act in the place of the Temple Administrator, and he should be consulted with any questions. All caterers are asked to respect his judgment and authority.

### **Caterer's Responsibilities**

1. All set-up in Social Hall **MUST** be completed by 10:15 am. After 10:15 am, you will have no access to the Social Hall.
2. Remove and dispose of all garbage into dumpsters. Caterer supplies his own bags.
3. After the event, vacuum all rooms used, including Social Hall, Lobby, Library and any other rooms used.
4. Wet mop kitchen floor when finished.
5. Clean counters, sinks, stoves and ovens before leaving.
6. Take down and dispose of *all* decorations and remove all rentals.
7. Stack chairs properly.
8. Tables must be broken down.
9. All rental equipment must be removed from the premises **UNLESS** prior arrangements have been made with the Temple Office.
10. Before leaving, verify with custodian that all of the above has been done satisfactorily.

Thank you for your cooperation. A copy of this form will be given to you by our Temple Representative at the end of the event to confirm that the above has been completed. Please print your name and sign where indicated.

Caterer's Authorized Representative (Please Print!) \_\_\_\_\_

Caterer's Authorized Representative (Please Sign!) \_\_\_\_\_

Name of Caterer \_\_\_\_\_

Temple Representative \_\_\_\_\_

**CONGREGATION B'NAI JESHURUN**  
**747 Route 208 South, Franklin Lakes, NJ 07417**  
**Phone: (201) 848-1800 Fax: (201) 847-0044**

*Please submit form to the Temple Administrator at least one month prior to date of event.*

**Caterer's Contract**

Within twenty (20) days from the date of the execution of this agreement and prior to using the facilities of the Temple, the Caterer will deliver to the Temple a fully paid public liability insurance policy, including product liability, with minimum coverage of **\$500,000.00** for personal injury and **\$50,000.00** property damage insuring the Temple from any and all claims against the Temple and Caterer arising during the conduct of any function wherein the Caterer is engaged at the Temple, and in addition thereto property damage insurance wherein the Temple will be paid for any damage to its facilities and equipment. Such insurance shall remain in full force and effect during the term of this agreement and during the renewal thereof. The Temple will be listed on the policy as an additional named insured.

Within twenty (20) days after the execution of this agreement but no later than 30 days prior to the use of the facilities of the Temple, the Caterer will post the sum of **\$750.00**, or a surety bond acceptable to the Temple, in the amount of **\$750.00**, with the Temple as a security to guarantee the full and faithful performance of the terms, covenants and conditions on the Caterer's part to be performed. The Temple shall have the right to apply said security for payment of any indebtedness due from the Caterer or to forfeit the same for any breach of this agreement. If during the term of this agreement it shall become necessary to apply part or all of the security, the Caterer shall immediately restore the security to the full amount stated.

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Signature

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Date