

## **Guidelines for Catering on Premises**

### **CATERER – If using TBM’s Social Hall for Reception or Kiddush**

- PREPARATION OF ALL FOOD
- PLATING OF ALL FOOD
- DISPLAY AND PLACEMENT OF FOOD
- CLEAN UP SPILLS OR FOOD ON THE FLOOR BY CATERER OR GUESTS THROUGHOUT THE PREMISES
- FULL USE OF THE KITCHEN AND ITS RESOURCES – FRIDGE, FREEZER, WARMER, STOVE, OVEN
- FULL CLEAN UP OF ALL DISHES INCLUDING ANY DISHES THAT BELONG TO BETH MIRIAM (they may use our dishwasher)
- REPLACEMENT OF DISHES IN THEIR PROPER PLACE FROM WHICH THEY CAME IF THEY ARE TBM DISHES
- PRESENTATION OF INSURANCE CERTIFICATE UPON ARRIVAL (should be at least 1 week prior to event)
- NO PORK OR SHELLFISH PRODUCTS
- REMOVAL OF TRASH TO OUTDOOR BIN(S)
- ALCOHOLIC BEVERAGES MUST BE ATTENDED AT ALL TIMES BY A LICENSED BARTENDER OR ADULT, IF NO BARTENDER IS HIRED. AS PER THE LAW, NO ONE UNDER AGE 21 SHOULD BE SERVED ALCOHOL.

### **TBM MAINTENANCE STAFF – Their responsibilities vs. caterer**

- SET UP OF TABLES ACCORDING TO WORK ORDER TO BE PROVIDED BY FAMILY (ASK ADMINISTRATOR)
- SET UP OF CHAIRS & TABLES
- READYING OF REQUESTED SILVERWARE, PLATES, BOWLS, ETC
- READYING OF TABLECLOTHS (IF REQUESTED)
- VISIBLE PRESENCE DURING THE PARTY MONITORING FOYER, BATHROOMS, ETC., AND BEING AVAILABLE FOR ANY MAINTENANCE EVENTS THAT ARE IMMEDIATELY REQUIRED

- AFTER EVENT, REMOVAL OF TABLES, CHAIRS, ETC (same as above)
- PLACEMENT OF TABLECLOTHS (IF THEY ARE TBM TABLECLOTHS) IN LARGE BAG READYING FOR DRY CLEANING
- PLACEMENT OF DANCE FLOOR ACCORDING TO SPECIFICATIONS PROVIDED BY FAMILY
- ON-SITE REPAIRS OF PRESENT PROBLEMS (I.E., BATHROOMS, ETC.)

#### FAMILY RESPONSIBILITIES

(THIS LIST INCLUDES ONLY THE FAMILY RESPONSIBILITIES VIS A VIS ANY EVENT HELD AT TBM)

- NO USE OF ADHESIVES ON ANY WALL IN THE TEMPLE
- REMOVAL OF ALL GIFT BASKETS, FLOWERS, ETC. BY NEXT BUSINESS DAY