

# Sha'arei Torah Congregation

## Kitchen Use, Rental, and Catering Guidelines: May 2019

All events should be booked at least 6 weeks in advance with Rabbi Goldschmiedt. To help members plan and sponsor events with the least amount of oversight and effort, Sha'arei Torah has the services of an in-house caterer available. This approved service allows members to forgo kitchen rental fees and other considerations, since the service is trained in the use of Sha'arei Torah facilities.

Members choosing to use an alternative catering service must follow these procedures:

In consideration of kashrut requirements, please review Cincinnati Kosher's Consumer Document and submit a completed Catering Inquiry Form to Rabbi Goldschmiedt to receive event approval (both documents can be found on the Sha'arei Torah website). When reserving the kitchen, the renter must show proof of current liability insurance and a food vendor's license. All components of the event must be under the supervision of Cincinnati Kosher. The renter is responsible for all Vaad fees and any food safety specialist fees. All personnel, including, but not limited to kitchen staff professionals, must be "Serve Safe" certified.

### **Basic Kitchen Rental Fee: \$350.00 per day plus a refundable security deposit of \$150.00.**

- A basic kitchen rental includes the use of all hardwired cooking equipment located in the kitchen (refrigerators, stove, ovens, etc.).
- An additional \$150.00 per day is required for use of small housewares and small equipment (food processor, knives, etc.). These items must be cleaned and stored properly after use. Please note that the use of all outside equipment requires the approval of Cincinnati Kosher (and usually koshering).
- Renters must line all refrigerator shelves to be used.
- Renters must clean all equipment thoroughly after use.
- Food service-related items (utensils, platters, chafers, water dispensers, etc.) that are the property of CST are *not included* in the rental fee and should not be used.
- The kitchen appliances are meat. For conversion of appliances to dairy use prior to your event, a \$100 kashering fee will be assessed.

### **Additional Considerations:**

1. The renter must sign a contract for use of the kitchen facility, indicating agreement with the terms specified in this document and any additional stipulations that pertain to the event.
2. The security deposit and basic kitchen rental fee should be made by check to Congregation Sha'arei Torah at least two weeks before the event.
3. CST will review the state of the kitchen and the equipment promptly after the event (by the following day).
4. In the event of breakage of any appliances, small housewares, or other kitchen items, the renter will be charged for the replacement cost(s).
5. A cleaning fee of \$75.00 per hour will be assessed when the post-event state of the kitchen shows that used items have not been cleaned and/or stored properly.

6. Any items brought in to facilitate the event must be removed promptly at the conclusion of the event (same day) or a storage fee will be assessed.
7. The security deposit, less any incurred fees, will be returned by check within two weeks after the event.

Members who wish to use any kitchen resources for an event (such as refrigerators only) without using a caterer, must discuss their plan in detail and be approved by Rabbi Goldschmiedt at least 6 weeks before an event. Depending on the specific plan, some or all of the above fees and Vaad supervision may be required.