

## **CATERER'S AGREEMENT & KITCHEN POLICY**

**CATERER:** In exchange for the right to cater events at Havurah Shalom, caterer agrees to abide by all of the following rules:

**LIABILITY INSURANCE:** At least one month prior to each function, professional caterers must supply a certificate of insurance showing current comprehensive liability (including food liability) coverage of at least \$1,000,000 single limit and \$100,000 property damage. The certificate must name Havurah Shalom as an additional insured. If a professional caterer is not used, then single-event liability coverage must be obtained.

**WORKERS' COMPENSATION INSURANCE:** Professional caterers shall carry workers' compensation insurance on their employees and workers and provide Havurah Shalom with proof of coverage.

**INDEMNITY:** Caterer shall indemnify and hold Havurah Shalom harmless from and against all claims and liabilities arising from or in connection with caterer's use of the Havurah Shalom facilities.

**CLEAN UP:** Caterer is required to clean the kitchen immediately after the function. This includes all equipment used by caterer, stovetops, ovens, floors, and counters. All trash is to be removed from the building immediately after the function.

**RECYCLING POLICY:** Havurah Shalom has a recycling policy. While it is not always possible to recycle all trash, caterer is expected to use its best efforts to separate recyclable plastic, paper, and aluminum from non-recyclable trash. Havurah Shalom will supply special containers for this purpose.

**STORAGE CHARGE:** Caterer will be charged \$ \_\_\_\_\_ per day, or part thereof, for any food or equipment left on the premises after the function for which it provides services.

**VEGETARIAN KITCHEN:** Havurah Shalom maintains a kosher vegetarian kitchen. No MEAT of any kind is permitted in the kitchen or the facility. Baked goods must NOT CONTAIN LARD, but be made with 100% Pure Vegetable oil or shortening. Fish with fins and scales is an accepted food. Shellfish, fish without fins or scales, and amphibians ARE ABSOLUTELY FORBIDDEN! See the reverse side of this sheet for examples.

**CLEANING AND DAMAGE DEPOSIT:** A refundable deposit of \$100 is required. Please return the kitchen and its equipment to a clean and orderly position.

I have read this contract and agree to abide by the rules set forth above. Attached are the proofs of insurance for liability and workers' compensation.

\_\_\_\_\_  
Caterer

Phone: \_\_\_\_\_

EXAMPLES OF ACCEPTABLE KOSHER FISH:

Anchovies	Haddock	Sardines
Bass	Halibut	Shad
Blue Fish	Herring	Smelt
Carp	Mackeral	Sole
Cod	Porgy	Tilapia
Flounder	Red Snapper	Trout
Fluke	Salmon	Tuna

EXAMPLES OF FORBIDDEN NON-KOSHER FISH/SEAFOOD:

Catfish	Frog	Scallops
Clams	Lobster	Shark
Crab	Octopus	Shrimp
Eel	Oysters	Snails