



Temple Emanu-El

Party Expo Caterer Agreement

Vendor Name: _____

Insurance Expiration Date: _____

Before being granted access to a kitchen or room at Temple Emanu-El, all vendors preparing and/or serving food must complete the following process:

- Execute this “Vendor’s Agreement”
- Submit a copy of insurance certificate with a \$1,000,000.00 Liability coverage and proof of worker’s compensation

A. Vendor’s Responsibilities

1. All of the above.
2. No Temple property will be available for vendor use during Party Expo except provided tables and chairs. No Temple equipment may be removed from the building or Temple grounds.
3. Exhibit care when using Temple equipment.
4. Comply with the food restrictions of no pork or shellfish products being brought into this building or served to guests at any function. We further request that meat and milk products not be served in the same dish (no cheese on the sandwich, no meat on the cheese pizza, etc.)
5. The use of any of the Temple’s kitchens by a caterer will not be available for cooking for the Party Expo event.
6. Clean-up: All items below must be completed prior to leaving the building.
 - All Temple dishes, silver service, glassware etc. must be cleaned and replaced in cabinets or storage racks.
 - Silver service and trays must be washed and dried by hand and returned to the Temple staff member on duty for storage
 - Flatware must be dried by hand, piece by piece and replaced in storage trays according to size and pattern
 - Stovetops, countertops, dishwasher drainboard and rolling racks must be wiped clean and dry.
 - Kitchen floor must be swept and mopped.
7. Provide adequate personnel to
 - Complete the vendor’s set-up and decoration of Tobian Auditorium PRIOR TO the start of the Party Expo event.
 - Complete the clean-up of all dishes, Tobian, and kitchen in anticipation of locking the Temple building no later than 6:00 PM.
8. Use of refrigeration space: Refrigerators and freezers must be cleared of all items within 24 hours after function. All items must be covered and tagged. (Tags will be supplied.) Untagged and uncovered items will be discarded immediately. Items left more than 24 hours following the function will be discarded.

