

TRADITIONAL CONGREGATION Policies for Outside Caterers

In order to use the kitchens at Traditional Congregation for cooking and/or serving, all outside caterers must adhere to the following policies:

1. Caterers using facilities other than Traditional Congregation Kitchens (TCK) to cook/prepare food must be approved by the Va'ad Hoer of St. Louis.
2. Caterers cooking/preparing food at Traditional must be approved by the Rabbi of Traditional Congregation. Caterers will be required to meet with the Rabbi and provide references attesting to their *kashrut*.
3. Caterers cooking/preparing food at Traditional must use the equipment available in the TCK; no outside equipment may be brought in with the exception of Va'ad-approved equipment.
4. No equipment or items may be moved from one kitchen to the other, i.e., from the Meat Kitchen to the Dairy Kitchen or vice versa.
5. If the TCK will be used for cooking, Caterer must contact the Office Manager at least three weeks prior to reserve the kitchen for supervised designated cooking times.
6. All ingredients, other than fresh fruit and vegetables, must have an approved *hechsher* and be brought in sealed packages. Meat and fish must be purchased from an approved kosher butcher.
7. All ingredients and prepared foods must be checked in by Rabbi Gordon or his agent. Any ingredients that do not obtain his approval may not be used and must be immediately removed from the premises.
8. Food brought in to be checked must arrive by 3:30 Monday-Thursday and by 12:00 noon on Fridays. Caterers are advised to call prior to bringing in food to make sure that someone will be available to check them in.
9. The Rabbi must be notified of the menu at least two weeks prior to the event. Any items not meeting his approval must be eliminated from the menu.

10. Fees for using TCK(s) to cook will be paid by the responsible party hosting the event, unless other arrangements have been made.
11. No cooking or preparing may take place on *Shabbat* or *Yom Tov*. If the kitchen is used for cooking on a Friday, preparation and clean-up must be completed no later than two hours prior to the start of *Shabbat*.
12. If food needs to be warmed on *Shabbat*, the ovens must be turned on to a low temperature prior to *Shabbat*, and the temperature may not be adjusted or the oven turned off during *Shabbat*.
13. For events taking place on Saturday nights, no catering work whatsoever may be done, nor may the caterers enter the premises, until 30 minutes after *Shabbat* ends. Caterers are advised to check with the Rabbi regarding specific times.
14. Caterers are responsible for cleaning the kitchen after its use. All equipment/serving pieces/utensils must be washed and returned to their proper location. Sinks, stoves, countertops and ovens must be left clean. Garbage and recyclable items should be put in appropriate containers.
15. If it is determined by Traditional Congregation that the kitchen(s) was/were not satisfactorily cleaned, a fee of \$125 will be charged to the responsible party hosting the event.
16. After the event, the facility will be checked for any damages to equipment and/or missing items. If equipment or items are broken during use or missing, the amount of damages will be determined by Traditional Congregation and will be charged to the Caterer.
17. Caterers will provide Traditional Congregation with a copy of their Certificate of Liability Insurance.

Agreed and accepted by:

_____ for _____
 Signature Name of Caterer

 Date