



Temple Emanuel Policy Document Caterers & Contractors

1. Temple Emanuel is not responsible for injuries suffered by any person using its facilities. Temple Emanuel is not responsible for loss or theft of any personal property belonging to persons using its facilities.
2. No providers of hired services may violate Shabbat or the Festivals. Neither deliveries nor removals of any kind may be made during a Shabbat or Festival. Saturday night events may not begin until Shabbat is over. Caterers, Florists, decorators, and party-planners are to arrange delivery and removal times in advance with the Facilities Manager or the Function Manager. Drop-in arrivals may be refused admittance if they disrupt scheduled work. Deliveries for Shabbat events may take place no earlier than 10:00am Friday and no later than 1 PM on Friday. All engines and motors will be left off when trucks are parked in the Temple loading area.
3. No smoking is allowed within Temple Emanuel building or on our grounds, including the back loading dock and driveway. If staff must smoke, they must leave Temple Emanuel grounds. Please ask them not to leave their cigarette butts on the ground.
4. No photography of any kind is permitted on Shabbat. Still photography is permitted during the processional and recessional at a wedding but not during the ceremony itself. Videotaping during the wedding ceremony is permitted from specified locations only.
5. Only Israeli or Jewish music is to be played at a Shabbat Event.
6. Caterers / Contractors are to comply fully at all times with the instructions of the Temple maintenance staff.
7. The use of candles is not permitted in the Temple on Shabbat. At other times, and with permission of the Temple, 1" candles in a glass enclosure may be used only in conjunction with centerpieces, glass chimneys, and fireproof linens. The Temple reserves the right to require the presence of a firefighter at renter's expense.
8. No decoration or equipment requiring electricity may be used unless its use is coordinated in advance with the Facilities Manager. All exits must be fully accessible at all times: no plants, decorations, trellises, or equipment may block an exit. The use of wire, tacks, and tape is forbidden on the walls, furniture, pews, and curtains of the Temple. No decorations may be used on any windows or painted surfaces. No lighted candles may be used as decoration in the Sanctuary or Chapel.
9. Food and drink may be served only in designated areas. Designated areas are those areas that have been signed and contracted by the renter with Temple Emanuel. It is the caterers / other contractor's obligation to request a copy of the contract to ensure they know which rooms may be used.
10. Cleaning up after an event:
 - a. The Dishwasher is for the exclusive use of Temple Emanuel staff and may not be used by any contracted company or non-staff of Temple Emanuel.
 - b. Counters and all equipment must be thoroughly cleaned.
 - c. Trash and garbage must be removed from Temple property entirely and may not be deposited in Temple dumpster. (Using the Temple dumpster may result in a charge to the contractor).
 - d. Temple staff will inspect the kitchen and working areas after each catered event and may invoice the caterer Florists, decorators, or party-planners for the cost of any additional cleaning required.
 - e. Oven and Stove tops must be thoroughly cleaned by the end of the event or within reasonable expectation. Failure to do so may incur a charge.

Company name: _____

Company Directors Name: _____ Signature: _____ Date: _____