



Approved Catering, Entertainment and other Vendors Agreement

2710 Park Avenue, Bridgeport, CT 06604-1302

Phone: 203-336-1858 Fax: 203-367-7889

www.cbibpt.org

Name: _____

Event Date: _____

B'nai Israel maintains a list of Approved Caterers, Entertainment Companies (DJ, Band, etc.) and other Vendors permitted to provide and manage functions at the Temple. "Approved" means that Caterers, Entertainment companies and other Vendors on the list understand our policies and procedures, have agreed to abide by them, and have indicated so by filing this signed Agreement, along with a Certificate of Insurance with the Temple. **You Must be an Approved Caterer, Entertainment company or other Vendor in order to conduct business at B'nai Israel.**

New caterers, entertainment companies and other vendors may only be added to the approved list by:

1. Meeting with Lynn Lynch, Facility Rental Coordinator.
2. Reviewing the attached Agreement, and indicating their agreement by signing and returning the original Agreement to Lynn Lynch at the Temple.
3. Submitting a current Certificate of Insurance to Lynn Lynch at the Temple.

To continue on the approved list all vendors must have a current, signed copy of this Agreement and a current Certificate of Insurance on file, as well as a history of abiding by the Policies and Procedures set out in this Agreement.

PLEASE NOTE: It is the responsibility of the Applicant to provide a copy of this Agreement to any vendor they intend to hire and request all necessary Certificates of Insurance from their event personnel.

HOUSE RULES

A. GENERAL

1. All laws and Regulations, particularly those with reference to safety and/or fire, as established by the City of Bridgeport or other Political Authority will be strictly enforced.
2. All persons and organizations using the Temple premises will maintain proper decorum and a reasonable standard of behavior consistent with a Synagogue affair.
 - a. **The Applicant must provide adult supervision/security guard for all minor guests.** Further, said minor guests must remain within the rental space. It is understood that wandering the building and building grounds is not allowed. Those minor guests will be asked to leave, if they do not abide by the rules. Any damage incurred, due to the lack of supervision, will be **deducted** from the Applicant's breakage deposit.
3. Congregation B'nai Israel is a smoke-free environment.
4. Alcoholic beverages are permitted but it is requested that they be served in moderation and that non-alcoholic options (such as soda and juice) be displayed along with alcoholic options. The Applicant of an event is liable for the welfare of all guests, especially those who will be driving. Service of alcohol to minors is strictly forbidden.
5. All Exit Doors shall remain clear and unobstructed.
6. All Windowsills shall remain clear and unobstructed.
7. The Applicant is entitled to the use of the Temple's tables and chairs at no additional charge. The Applicant must make arrangements to provide additional tables, chairs, tableware, table cloths and other furnishings required by them at their own expense and effort.
8. Only freestanding decorations are to be used in the facility. No decoration may be attached to the building. "Attached" means employing the use of tape, glue, nails or screws or hanging from any ceiling or light fixtures.
9. One hour of set-up and two hours of clean-up are provided by the Temple Maintenance Staff.
 - a. If the building is not returned to its pre-event status within those two hours and extra custodial time is needed to clean the facility, the Applicant will be billed for the extra time, billed in whole hour increments.
 - b. If your function runs beyond the agreed upon number of hours and jeopardizes another function's start time, the Applicant will be charged the full amount necessary to turn over the building.
10. It is important to communicate final floor plans, delivery schedules and set-up times to Lynn Lynch, Facility Rental Coordinator, no less than 7 days prior to your event.
11. Deliveries are only made on Friday between 9:00 a.m. and 1:00 p.m. Pick up of rentals must be made directly after the event unless prior arrangement is made with Lynn Lynch.
12. All food, alcohol, and other items must be removed at the end of your event. If you do not remove all food/beverage items immediately after your event, B'nai Israel is not responsible if food/beverages are removed, eaten or damaged.
13. B'nai Israel does **NOT** permit the following:
 - a. Smoke or fog machines
 - b. Glitter, confetti, metallic tinsel, feathers or rice
 - c. Chewing gum and other sticky candy
 - d. Photography during a service (videotaping may be allowed provided the Temple is informed and the camera is discreetly placed in the back of the room.)
 - e. Use of Styrofoam products

- f. Serving of shellfish or pork products
- g. Food in the Sanctuary or Chapel
- h. Use of velcro tape or staples to attach skirting to Temple tables

B. FACILITY USE

1. The following rooms may be used:
 - a. The Sanctuary and Chapel may be used for religious purposes only.
 - b. The Social Hall, Pavilion (including uncovered patio), Sanctuary Lobby and Chapel Lobby may be used for social events and receptions.
 - c. The Living Room Area and the Main Entrance Lobby is **not** included in rental.
2. Room Capacities (approximate, using 60 inch round tables with seating for eight):

<u>Room</u>	<u>Full Seating/Served Reception</u>	<u>Standing Room Capacity*</u>
Social Hall (58' x 54')	175**	300
Sanctuary Lobby (25' x 50')	70	90
Pavilion (26' x 48')	80	100
Chapel Lobby	40	65
Patio (16' x 44')	60	75
Chapel	110 Seating Capacity	
Sanctuary	280 Seating Capacity	

*This number assumes that the room is empty of all furniture and/or fixtures.

**Includes full dance floor (21'x21')

INVENTORY: 6 - 72" rounds 30 - 60" rounds 5 - 36" square 16 - 6 ft. rectangles 300 - banquet chairs

3. Delivery, Set-up and Clean-up
 - a. All delivery, set-up and clean-up schedules should be confirmed and approved by Lynn Lynch at least **7 days** prior to the event.
 - b. Deliveries to be made Fridays 9:00 a.m.-1:00 p.m. or Saturdays at 8:00 a.m.
 - c. Set-up for Saturday afternoon events (and evening events when there are no afternoon events scheduled) may begin at 10:00 a.m. in the Pavilion and Patio, at 8:00 a.m. in the Social Hall and after services (12:30 p.m.) in the Lobbies.
 - d. Set-up for Saturday evening events when there are scheduled afternoon events may begin at 5:30 p.m.
 - e. The Maintenance Staff will set-up tables and chairs prior to arrival of caterer and/or party planner. During clean-up the Maintenance Staff will take down the Temple's tables and chairs. Our Maintenance Staff is not responsible for any rentals or decorations.
 - f. The Maintenance Staff will ensure that the kitchen is in working and workable condition. B'nai Israel does NOT have an Ice-Maker or a Garbage Disposal.
 - g. Afternoon events must end by 5:30 p.m. Evening events must end 12:00 a.m.

C. ALL VENDORS (caterers, entertainment and all other companies)

1. All vendors hired must submit a current Certificate of Insurance thirty days prior to an event. The Insurance must be issued by a licensed company doing business in the State of Connecticut with the following minimum coverage:
 - a. Workman's Compensation – Statutory
 - b. Comprehensive General Liability with minimum limits of \$1,000,000 Bodily Injury and Property Damage, combined single limit, including Product Liability, Dram Shop or Liquor Law Liability at statutory limits and contractual liability as stated in paragraph c (below).
 - c. The vendor (caterer, party planner or entertainment company) agrees to indemnify, defend and hold harmless the Owner, Congregation B'nai Israel, their agents and employees, from and against all loss or expense (including costs and attorney's fees) by reason of liability imposed by law (including statutory liability and liability under Workmen's Compensation Laws) upon the owner, for damages because of bodily injury, including death, at any time resulting there from, sustained by any person or persons or on account of damage to property, including loss of use thereof, whether caused by or contributed to by said owner, their agents, employees or others. Congregation B'nai Israel will be included as an additional insured on the contractors or subcontractors policy.
2. All vendors must contact Lynn Lynch, Facility Rental Coordinator at least 7 days prior to the event to confirm the delivery, room set-up and event schedules. All rules and limitations stated under the House Rules, General and Facility Use sections of this document must be followed.
3. All vendors must return the building to its pre-event status, leaving the facilities and kitchen cleaned and left in the condition in which you found it.
4. All vendors are accountable for the actions of the sub-vendors whose services they engage, including rentals, florists, photographers, etc.
5. All caterers must provide the following:
 - a. Their own kitchen utensils, baking sheets, pots and pans, dishes, serving pieces, silverware, glasses, trash bags, etc.
 - b. Full wait and bus service.
 - c. Off-loading at the kitchen loading dock, which has been designated to allow easy access to the kitchen.
 - d. Dishwasher can be used for minor cleanups. Caterers cannot use the temple dishwasher to clean the rentals.
 - e. Leave the kitchen and kitchen equipment in clean condition (including cleaning all countertops, stoves, sinks, washing the floor, and bringing out trash).
 - f. Clear tables, including tablecloths.
 - g. Recycle corrugated cardboard in proper receptacle.
 - h. Clear the refrigerator of all food and cooking ingredients brought into the Temple.
 - i. Assume responsibility for seeing that all rental tables and chairs are set-up and broken down and removed at the end of the event.

AGREED AND ACCEPTED

I have thoroughly read the **B'nai Israel Approved Catering, Entertainment and Other Vendors Agreement** and I agree to abide by all the Policies and Procedures contained within.

Applicant's Name (Please Print)
(congregant or renter)

Event Date: _____
Event Time: _____ to _____

Applicant's Signature Date
(congregant or renter)

Vendor's Name (Please Print)

Vendor's Signature Date

Address

Phone

City, State, Zip

E-Mail

After reading, and agreeing to abide by all rules set out in this Agreement, please forward with a current Certificate of Insurance to Lynn Lynch, Facility Rental Coordinator.

Return Agreement to: Lynn Lynch (email to lynn@cbibpt.org)
Facility Rental Coordinator
Congregation B'nai Israel
2710 Park Avenue
Bridgeport, CT 06604
203-367-7889 Fax