

Ohavi Zedek Synagogue

Kiddushes & Catering Packet

Planning for a Kiddush following services must be cleared with the Programming & Membership Administrator, Barbara Hammond, (barbara@ohavizedek.com, 802-864-0218 ext. 21) who will then place it on the congregational calendar. Scheduling a Kiddush includes the completing of the Kitchen & Hall Use Fee form and submitting the appropriate fee.

If a caterer is preparing the Kiddush, please inform the office as to the choice of caterer on the enclosed form. A mashgiach (kitchen supervisor to uphold the laws of kashruth) **MUST BE PRESENT** during preparation for any Kiddush.

Caterers:

- Kathy Guevara 482-4158
- Cheryl Goldstein 863-2115
- Howard Fleisher 800-303-0107
- Nance Nahmias 863-4099
- Rachel Jacobs 658-0119

Any other caterers must have an authorized mashgiach present. The following people can serve as a mashgiach:

- Ducky Donath 862-6375
- Cheryl Goldstein 863-2115
- Kathy Guevara 482-4158

The Sisterhood does NOT provide special catering for Bar/Bat mitzvah Kiddushim.

It is the policy of the congregation that all dues and financial obligations must be current in order to reserve a date for a function. There is a single charge for sponsoring a Kiddush that is open to the entire congregation.

We have included two forms: one is the social hall rental form for your event and the other one will provide Raul with a diagram for the set up of the social hall for your event.

Deliveries made to the synagogue, such as flower arrangements, must arrive on Friday by 3:00 pm, and any set up for an evening party must take place after Shabbat ends. Calendars with times have been included in your B'nei Mitzvah Packet.

Other Accommodations

Before scheduling deliveries or set up of any flowers, balloons, photographers, or entertainment, please speak with Raul Guevara at least two weeks before your event.

Kitchen and Social Hall Use Fees

You negotiate the price of the food and your caterer's services directly with your caterer. The Synagogue charges a fee for the use of our Kitchen and Social Hall. At the time you confirm the date of your bar/bat mitzvah, half of the kitchen fee is due. You may pay in the Main Office. The balance is due two weeks before the date of your event. (If you would like to arrange a payment schedule please speak to Jan Stickle, 864-0218 ext. 24, jan@ohavizedek.com).

The fees are as follows:

Stand up kiddush cost: \$330

A "Stand up kiddush" is a food served without seating, thus "stand up." A few chairs can be placed around the room for those who are unable to stand for long periods. BY REQUEST, up to 5 card tables with cloth overlays may be set up for no additional charge. A card table can seat up to 6 people comfortably. Please note if you wish to have ANY large tables, the Kiddush will be considered a sit-down, and will price out as such (see sit-down below).

Sit down kiddush cost: \$630

A sit down kiddush features up to 20 round tables, with cloth tablecloths, overlays, cloth napkins and individual table settings. Each table will seat 8-9 comfortably. In the set up, we use kiddush cups, water glasses and silverware.

If you would like to have an event here in the evening before of after the Bar/Bat Mitzvah or at another time, the costs are specified on the following page.

**Ohavi Zedek Synagogue
Kitchen and Social Hall Use Fees Form**

Name _____

Event Date _____

Description of Event _____

It is the policy of the Synagogue that all dues and financial obligations must be current in order to reserve a date for a function. Function dates must be cleared with the office. The fee must be estimated and approved by the office, and paid to the Synagogue prior to the event.

Bar/Bat Mitzvah Kiddush Kitchen & Hall Use Fees		
Stand Up Kiddush	\$330	⇒ \$
Sit Down Kiddush	\$630	⇒ \$
Ala Carte/Private Function Fees are as follows: (e.g. weddings, parties, night-time affairs, etc...),		
Facility Rental Fee:		
Member	\$130	⇒ \$
Non-Member	\$230	⇒ \$
Samuelson Saiger Sanctuary	\$130	⇒ \$
Kitchen Rental (M-F)	\$90/day	Number of days: ____ ⇒ \$
Custodial Charge	\$27/hr	Number of hours: ____ ⇒ \$
Tables	\$35/ea	Number of tables : ____ ⇒ \$
TOTAL ⇒ \$		

I understand that it is my responsibility to reimburse Sisterhood for all breakage over \$30.00

Signature of Renter

Date

Office Use Only	
_____	_____
Date Paid	Check #
_____	_____
Approved by	Credit Card # & Exp Date
_____	_____
11/19/2008	

The list of rules below will help answer some of the basic questions about how we expect our kitchen to be used. Any other questions you have should be taken to the Administrator.

- Any caterer using the kitchen for the first time must meet with Rabbi Chasan.
- A *mashkiach* (someone trained in the intricacies of our Kosher Kitchen) is needed in the kitchen for all caterers who are not members of Ohavi Zedek.
- Bring all your own cooking supplies. The items in the refrigerator and on the shelves belong to various synagogue organizations. All supplies brought in must have a Hekshur.
- Take all your supplies when you leave. The morning after the event you should have all your leftovers out of the freezer and refrigerator.
- The large rolls of plastic wrap and foil belong to synagogue organizations. Please bring your own. A fee of \$30 will be charged for use of Synagogue supplies.
- Paper towels, dishtowels and detergent are available for your use.
- No dishes or utensils may be brought into the kitchen unless they are brand new. New items must be brought to Rabbi Chasan for koshering before use.
- Dishes may only be used in the kitchen, social hall or small sanctuary.
- Clean all utensils, appliances, counter tops, etc. before you leave.
- There is no cooking in the kitchen after 3 pm on Friday, or until after Havdalah on Saturday. There are to be no deliveries of any kind after 3pm on Friday, or until after Havdalah on Saturday.

Kashrut Guidelines

- All foods/drinks must have a Hekshur mark in order to be used in the kitchen. This includes: sour cream, cream cheese, yogurt, margarine and butter. **EXCEPTIONS:** Coffee, fresh milk, fresh vegetables, eggs, fresh fruit, and bulk products. (Please check with Rabbi Chasan before purchasing bulk products.)
- All wines require a Hekshur.
- All cheese must be marked with a Hekshur or be one of the products from the attached list which we know to be certified Kosher.
- Bagels may be purchased from the Burlington Bagel Bakery (864-0236), The Bagel Market (872-2616), or Myers (863-5013). The bagels must be sliced at Ohavi Zedek or under conditions approved by Rabbi Chasan. When ordering the bagels, specify that they are for Ohavi Zedek and request that they only be handled by bakery personnel as opposed to deli personnel. When this is not possible, request that the personnel bagging them wear new rubber gloves and are not just coming off from preparing a ham sandwich or likewise.
- Food prepared outside of the Ohavi Zedek Kitchen may not be brought into the kitchen or used for a catered event. **If you are using baked goods from a kosher bakery or kosher food prepared by another kosher caterer, documentation of Kashrut must be given to the office a week in advance.**

Social Hall Diagram

Name _____

Event _____

Date _____

Measurements for your consideration:

The Social Hall is approximately 90' x 40'
Long Tables are 108" x 54" – seats ten people
Round Tables are 72" wide - seats 9 people

Maximum 20 round tables
Maximum 15 long tables

