

CONGREGATION OHR TORAH

48 Edgemount Road Edison, NJ 08817

Reservations Contact: Russell Adler: 732-819-9294 – Russadler613@gmail.com
 Caterer's Contact & Alternate Contact for Reservations:
 Moshe Wiesel: 732-819-7725 (home) / 732-397-6996 (cell)
 Alternate Contact: Arthur Atlas: 732-937-5021

RENTER'S CONTRACT

Effective January 1, 2014

RENTER'S NAME(S) (please print): _____
 (Renters must be Full Members of OT in good standing)

ADDRESS: _____

PHONE: Home: _____ Cell: _____

EMAIL: _____

TYPE OF EVENT: _____

NAME(S) OF CELEBRANT(S): _____
 (e.g., Name of Bar Mitzvah boy, Bat Mitzvah girl, etc.)

EVENT(S)	DATE(S)
Friday Night Meal	
Early Minyan Kiddush	
Regular Minyan Kiddush	
Shabbos Lunch	
Catered Shalosh Seudos	
Saturday Night, Sunday, Monday, Tuesday, Wednesday, Thursday <i>(please circle the day of the event)</i>	Date: Start Time: End Time:

RENTAL FEE (See OT Fee Schedule): \$ _____
MASHGIACH FEE (See OT Fee Schedule): \$ _____

Enclosed is a non-refundable deposit of \$100 to secure my reservation.

DEPOSIT ENCLOSED: \$ 100
FULL BALANCE DUE 20 DAYS PRIOR TO THE EVENT: \$ _____

No event will be allowed to take place unless the event has been paid for in full.

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RENTER'S CONTRACT (continued)

CONGREGATION OHR TORAH'S CATERING POLICY:

Please note that, in order to avoid confusion and maintain appropriate standards of Kashrus, Congregation Ohr Torah's (OT) Catering Policy is that one Kosher certified Caterer must be contracted to prepare and deliver ALL food for the event. Even packaged items such as candies, cake, soda, etc. must be provided by and delivered by the Caterer.

The Caterer and the Caterer's supervision must be approved in advance by Rabbi Luban. Russell Adler must be notified at least one month in advance who the Caterer will be and who is the Caterer's supervisory agency. Mel will share this information with Rabbi Luban for approval.

The only exception to this Catering Policy is that alcoholic beverages may be purchased and delivered by the Baal Simcha.

All alcoholic beverages provided by the Baal Simcha must have reliable supervision and, in addition, all wine must be Mevushal. Alcoholic beverages must be brought to the Shul prior to the event and must be approved, in advance, by the OT Mashgiach who is overseeing the event. Alcoholic beverages may not be placed on tables before being approved by the OT Mashgiach.

Please initial the following items:

_____ I agree to pay the **Full Remaining Balance** 20 days prior to the event and I understand that, if I do not pay in full, my event will be cancelled.

_____ I acknowledge that I have read the OT Catering Policy and the Renter's Information document and will comply with all applicable items.

_____ I am aware that during scheduled OT Mincha / Maariv services (approximately one half hour), music and/or other entertainment must be muted and I will comply with this requirement.

By signing this document, I, as the Renter of the Congregation Ohr Torah Kiddush Room, do hereby acknowledge that I have read the enclosed contract and information sheets. I have reviewed and understood all terms, rules and regulations stipulated therein and I agree to abide by them.

I agree to pay, on time, all costs for which I am responsible.

SIGNATURE: _____

DATE: _____

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RENTER'S INFORMATION ABOUT CATERER **REQUIRED 1 MONTH PRIOR TO EVENT**

RENTER'S NAME(S) (*please print*): _____

TYPE AND DATE OF EVENT: _____

CATERER'S COMPANY NAME: _____

ADDRESS: _____

NAME OF CONTACT PERSON AT CATERER: _____

PHONE: **Work:** _____ **Cell:** _____

HASHGACHA FOR CATERER:

PHONE NUMBER FOR HASHGACHA: _____

RENTER'S ADDITIONAL INFORMATION

In the space below, please provide any additional information for your event that is not covered by the Renter's Contract.

For example, please indicate if you would like to use the Sanctuary or any other facilities not included in the basic contract.

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1. The Renter should begin the reservation process by contacting Russell Adler.
2. If the requested date is available, Russell Adler will send the Renter a Congregation Ohr Torah (OT) rental agreement package via email.
3. The Renter's requested date(s) will be reserved in the OT calendar by Russell Adler upon receipt of a completed Renter's Contract including a \$100 non-refundable deposit.
4. For a variety of important reasons, OT requires the presence of the OT Mashgiach at every event regardless of whether or not the caterer provides a Mashgiach. Rabbi Luban will be happy to speak to the caterer's supervisory agency and assure them that the OT Mashgiach is most competent. However, in some instances, the caterer is required, by his supervisory agency, to bring a second Mashgiach. The Renter is encouraged to clarify this matter to his or her satisfaction before signing a contract with a caterer.
5. The OT Mashgiach should be extended the courtesy of a guest and should be allowed to partake of the food at the event in a reasonable fashion. For Shabbos meals, the OT Mashgiach *and his wife* should be provided with a meal by the caterer in a side room.
6. Twenty (20) days prior to the event, the remaining balance **must be paid in full**.
7. Questions or requests concerning building access, availability of tables and chairs and/or room size and setup should be directed to Moshe Wiesel.
8. Only the caterer is authorized to bring food or beverages into the shul. The renter may not supplement items even with products that bear reliable supervision. The only exceptions to this rule are wine, liqueur and liquor, which may be purchased by the Renter, but must be approved by the Mashgiach before display.
9. The Renter is not allowed to cook any food in the Ohr Torah kitchen. If the Renter's caterer wishes to cook food in the Ohr Torah kitchen, the caterer may do so only if they follow the procedure described in the Caterer's Information section (Item #8) and agree to pay the specified fee for this privilege.
10. The Renter may use only the space and facilities covered by this agreement. They may not use the Sanctuary, classrooms, Beis Medrash or offices and they may not decorate the outside area in front of the Shul building without obtaining permission in advance from the President of Ohr Torah.
11. Food is permitted ONLY in the downstairs catering area.

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RENTER'S INFORMATION (continued)

12. DURING SCHEDULED OT MINCHA / MAARIV SERVICES (APPROXIMATELY ONE HALF HOUR), MUSIC AND/OR OTHER ENTERTAINMENT MUST BE MUTED.
13. The Renter must see to it that party personnel - such as musicians, entertainers, party planners, decorators, etc., - do not damage the facility and **clean up after the event.**
14. Edison Township requires that all music must end no later than 10 PM.

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CATERER'S CONTRACT

Effective January 1, 2014

DATE(S) OF EVENT: _____

SPONSOR(S) OF EVENT: _____

CATERER'S COMPANY NAME (*please print*): _____

ADDRESS: _____

_____ **NAME OF**

CONTACT PERSON: _____

PHONE: **Work:** _____ **Cell:** _____

HASHGACHA PROVIDED BY: _____

I have read the CATERER'S INFORMATION sheet and agree to abide by all the rules and regulations stipulated therein.

NAME (*please print*) _____

SIGNATURE: _____ **DATE:** _____

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1. The Caterer must submit a signed Congregation Ohr Torah Caterer's Contract for each calendar year.
2. The Caterer must supply an Insurance Certificate showing Congregation Ohr Torah as additionally insured (i.e., worker's compensation, liability, etc.).
3. The Caterer should call Moshe Wiesel no later than one week in advance of the event to schedule access to the building.
4. The Caterer should set up all furniture arrangements as per the specifications of the Renter or make alternate set up arrangements through Moshe Wiesel.
5. The Caterer may not park any Trucks in front of the Synagogue over Shabbat.
6. THE CATERER MUST MAKE ALL DELIVERIES THROUGH THE SIDE ENTRANCE.
7. The Caterer may NOT use the Ohr Torah front hall entrance, stairs or elevator. If a Caterer violates this policy it will be liable for any damages and may be prohibited from catering future events at Ohr Torah.
8. The Caterer should, preferably, prepare all food in advance and should use the Ohr Torah kitchen only to warm up food. However, if a Caterer wishes to use the Ohr Torah kitchen to cook food, the Caterer must notify Ohr Torah of this desire at least two weeks in advance and must specify the hours during which cooking will take place. Ohr Torah requires that its Mashgiach be present whenever food is delivered to the Shul and during all times when cooking is taking place. We will charge a fee of \$20 per quarter hour for every quarter hour during which cooking occurs to cover Ohr Torah's costs for our Mashgiach, electricity, and wear and tear on our facility and equipment.
9. Any problems should be immediately reported to the Congregation Ohr Torah Mashgiach and/or custodian
10. The Caterer is responsible for damages to the facility.
11. The Caterer is completely responsible for the proper care of all kitchen equipment.
12. All kitchen equipment must be emptied and wiped cleaned both inside and out when the event is completed. The kitchen floor must be swept and mopped.

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13. The Catering Hall floor and carpet must be 'broom swept' so that they are free of debris.
Chairs should be stacked in piles of **no more than 6**.
14. All empty boxes must be crushed before placement **IN** the dumpster. All refuse must be put in plastic bags and discarded **IN** the dumpster outside the building. No garbage may be placed on the ground around the dumpster.
15. The Caterer is responsible for the actions of his/her employees.
16. No employee is allowed to smoke inside the building.
17. Congregation Ohr Torah is not liable for damages arising out of failure of electricity, gas or water, or breakdown of the facilities furnished by the Synagogue.
18. If Caterer supplies decorations:
 - **NO** glitter, silly string or memory glasses are allowed into the building
 - **NO** decorations may be attached to the walls or ceilings in any manner
 - **ALL** decorations must be removed at the end of the event.
- 19. In the event the FIRE ALARM is activated, all personnel must immediately evacuate the building.**

Failure to cooperate with Synagogue policies will lead to restricted access for future events.

Caterer's Company Name (*please print*):

Name of Caterer's Representative (*please print*):

Signature: _____

Date: _____