



123 East 55th Street
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Phone 212.508.3020
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CATERING RULES OF THE HOUSE

Central Synagogue is a Reform Jewish institution and, therefore, all functions and events held on its property shall be conducted in a dignified manner and in accordance with Reform Jewish traditions and customs.

SMOKING & ALCOHOL POLICY

Smoking is NOT permitted anywhere in the building at anytime. The serving of alcoholic beverages TO ADULTS is permitted in moderation. However, the sale of such beverages is strictly prohibited. ALCOHOL MAY NOT BE SERVED TO MINORS AT ANY TIME. There must be a licensed caterer or an adult manning the bar.

CATERING / KOSHER-STYLE KITCHEN

Central Synagogue does not have an exclusive caterer. Central Synagogue must pre-approve any caterer before that caterer can be used at Central Synagogue. **Kashrut** – we operate a Kosher-style kitchen. This means that we will not serve or prepare any food items that are considered not kosher (i.e. pork, shellfish). In addition, we require that dairy and meat items NOT be served together on the same plate or platter. All bars must have bar mats to protect the carpets, tiles and wood floors. Food preparation areas (Atrium/hallway outside kitchen) must be protected.

FOR ALL VENDORS

To be approved to work at an event at Central Synagogue, all vendors must adhere to the requirements listed.

1. All vendors are required to submit a certificate of insurance of at least \$1 million and name Central Synagogue on the insurance rider and provide proof of Worker's Compensation.
2. All vendors are required to leave a \$500. deposit. Upon event completion and satisfactory inspection, the check will be returned to you within 14 business days.
3. LOAD-IN/LOAD-OUT: All deliveries, rentals and pick-ups must take place the same day as your event. Saturday rentals may be delivered on Friday before 2pm. All rental pick-ups need to be out the same day as your event. Please schedule timing with the Events Department.
4. Carpet and flooring should be covered/protected for load-in/ load-out.
5. No equipment may be used that requires attachment to a wall, window, or woodwork. No form of tape, nails, hooks, tacks, or similar materials may be fastened to any surfaces.
6. All rental items must be clearly labeled to show ownership.
7. No fragrant flowers (i.e. lilies, lilacs) will be permitted on-site (no exceptions). Large floral arrangements need to be picked up and disposed of immediately following your event.
8. Breakage and/or loss will be charged at actual replacement cost.
9. No votives, tapers or candles of any kind.
10. Vendors are responsible for bringing extension cords and extra outlets.
10. **The space needs to be left in same condition as it was found.**

All vendors are required to:

- ☐ Breakdown, sweep and mop
- ☐ Remove their own garbage. Garbage should not be too heavy, must be tied, double bagged in correct color plastic bags & deposited in designated area.
- ☐ Request maintenance staff assistance/instruction before using any kitchen appliance, equipment or supplies.
- ☐ Check with Maintenance Staff or Event Manager to review condition of space and return of any borrowed supplies before departure.

****Vendors that fail to follow any of the above rules will be charged \$500.00.**

Questions can be directed to the Events Department at 212-508-3020.