



Grab & Go Kiddush Instructions

NAME OF B'NAI MITZVAH: _____

DATE OF B'NAI MITZVAH: _____

PERSON(S) RESPONSIBLE FOR SET-UP/CLEAN-UP:

SIGNATURE: _____

Family Responsibilities:

1. Your hour begins when the Shabbat service is over.
2. No seating in either lobby or Multi-purpose room—limit of 90 people for Multi-purpose room only
3. Two tables will be set up in the lobby or multi-purpose room. If more tables are needed for serving food and drink, they can be requested. Tablecloths are the responsibility of the family, suggested size is 104' x 52'.
4. Two percolators can be set out if requested. One for coffee, one for hot water. Please do not put anything but water in the one marked hot water. You are responsible for supplying your own coffee/tea and condiments and making your coffee and hot water.
5. Any wine/grape juice must be WHITE ONLY.
6. Families are responsible for the complete set up before and clean-up after the Kiddush. After the Kiddush families will clear the tables and make sure all trash/recycling is off of all surfaces and the floors and in the appropriate trash cans in the room. Our staff will then take garbage to the dumpster and will wash the floor.
7. Food guidelines are stipulated in the Caterer's Agreement, which the lessee must sign and return. Food must be catered or store bought, sealed and plated by the merchant.
8. Food should be brought in the day of the event. It may only be brought in the day before, with permission from the B'nai Mitzvah Coordinator or the Temple Administrator/Facilities Manager. Depending on activities at the Temple, there may not be room in our refrigerator/freezer for overnight storage.
9. Any leftover food must be taken home after the Kiddush.
10. If a caterer is used, we must have their name, Certificate of Insurance and their Health Department Certificate, signed Caterer's Agreement, and liquor law liability insurance. We also need the liquor agreement and rules governing sheets signed by the lessee.
11. Temple Administrator/Facilities Manager, must be contacted with final arrangements a minimum of 30 days prior to the event.