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Simcha Helpers

At Congregation Sha’are Shalom

**WHO WE ARE AND WHAT WE DO**

Sisterhood’s *Simcha Helpers* are members of Congregation Sha’are Shalom who provide set up and clean up services to members who are hosting a sweets Kiddush or luncheon following their child’s

Bar or Bat Mitzvah.

Catering Contract

***General Information and Policies***

*Simcha Helpers*strive to provide complete assurance that all commitments will be carried out to your satisfaction. To ensure that you and your guests enjoy a well-organized function, we must ask that we both adhere to the following catering policies:

**Payment, Deposits and Reservations**

A check for $50 (nonrefundable) made out to CSS Sisterhood is required at time of booking to secure our services for the date of your function. Bookings need to be reserved at least **90 days** prior to a Kiddush. This will enable Sisterhood the time needed to assemble the volunteers who will be assisting the Kiddush.

At least **2 weeks** prior to the event, *Simcha Helpers*  must receive your final number of guests for whom you wish to guarantee, and other instructions, along with a payment of 50% of the total charges of your function, less the $50 deposit in the form of a check made out to CSS Sisterhood. The outstanding balance is due within **3 days** of the event.

Families are responsible for clearing the date with Sherri Hayes in the synagogue office and completing the necessary room rental forms and room set up.

**Cancellations**

If the patron cancels a contracted function, *Simcha Helpers* can retain all or a portion of the deposits as liquidated damages.

**Leftover Food**

*Simcha Helpers* will consolidate platters of leftover food and the food will be taken out on the platters it was delivered on. Please note we are unable to put your leftovers into Tupperware containers. All food and excess beverages must be taken out of the kitchen when the event is over.

**Contact Information**

If you would like more information on this service or would like to reserve a date on our calendar, please contact **Melanie Malloy** at 703-737-7787 or at malloy.mel@juno.com.

Catering Contract Cont.

**Sweets Kiddush $100.00**

Sisterhood will provide wine/grape juice & 2 challah’s for the bimah.

The family is to provide the following for the Kiddush following the Bar or Bat Mitzvah:

1. Sweets for your guests (cookies, small pastries, etc)
2. Strawberries and grapes
3. Cheese and crackers or hummus and pita chips

All food must be kosher with a heckshire. Please keep in mind the number of guests you are expecting and provide enough food for them. The Sisterhood will plate your food, set it up and clean it up after the event is over.

Catering Contract Cont.

***Kiddush Lunch Set up and Clean up Fee***

**$6.00 PER PERSON**

You may choose to have a dairy or meat luncheon following your child’s Bar or Bat Mitzvah. All platters of food must be ordered from a certified Kosher facility or caterer. This includes the main dishes, fruit and dessert platters, all of which must be pre-plattered and ready to be served. The family must also provide their own cold beverages.

The Sisterhood charges $6.00 per person and this fee includes the following:

1. Set up and clean up of the event
2. Warming of food –if necessary
3. Consolidating leftover food to be taken home on the catering platters
4. Generic paper products and cutlery already in the synagogue kitchen.
5. Setting up the linen tablecloths –if you choose to rent ours (please see the fee for linen rental).
6. Kashering of the kitchen for a meat event

The family is responsible for accepting their food delivery from the kosher facility or caterer they contract with. We cannot be responsible for your food delivery. Please speak to Sherri Hayes in the synagogue office to arrange access to the building.

Other

***Linens And Disposable Accessories***

We use disposable service items. We stock 6 inch dessert plates, 9 inch dinner plates, white napkins and plastic ware, clear plastic cups as well as coffee cups.

*Black or White Linen tablecloths are available for use at*

*$12 per table.*

***Flowers and Centerpieces***

Flowers and centerpieces must be supplied by the sponsor. Arrangements for delivery must be made with Sherri Hayes in the synagogue office. If you choose to use our vases, they are available, but you must arrange the centerpieces yourself and wash the vases after your event is over and put them away.

Catering Contract Cont.

*Customer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date of Function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Sweets Kiddush: \_\_\_\_\_\_\_\_\_\_ Luncheon: \_\_\_\_\_\_\_\_*

*Sweets Kiddush Fee: \_\_\_\_\_\_\_\_*

*Guaranteed # of Guests for luncheon: \_\_\_\_\_\_ @$6.00 per person*

*Linen Rental $12.00 each: \_\_\_\_\_ yes \_\_\_\_\_ no*

*\_\_\_\_\_number of black linens \_\_\_\_\_ number of white linens*

Agreement, dated this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_ between Congregation Sha’are Shalom Sisterhood *Simcha Helpers* and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. I, Patron, agree to pay for the number of guests guaranteed or the guaranteed minimum charge. Arrangement for additional guests must be made at least one week prior to the function and such final guarantee, whether oral or written, shall be binding on patron as if originally guaranteed. In no event shall guarantee be less than originally agreed upon.
2. In the event patron cancels this agreement, *Simcha Helpers* shall retain $\_\_\_\_\_ and/or any reasonable out-of-pocket expenses incurred by *Simcha Helpers* of the deposit for damages.
3. Any balance due will be paid within three (3) days of start time of the function.
4. This constitutes the entire agreement between the parties. No modification or cancellation thereof shall be valid nor of any force effect unless in writing signed by *Simcha Helpers*. The undersigned acknowledges that (s)he has read and accepted all the terms of this agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patron                                                         Simcha Helper