

CONGREGATION BETH ISRAEL

FACILITIES RENTAL POLICY & PROCEDURE INFORMATION

Non-Member

TABLE OF CONTENTS

| | |
|--|----|
| Guest Facilities Use Policies | 3 |
| Eligibility for Use | 3 |
| Rules of Observance | 3 |
| Food Guidelines | 4 |
| Lessee Expectations | 4 |
| Government Regulations | 4 |
| Vendor Guidelines | 4 |
| Building Rules | 5 |
| Parking | 5 |
| Lessor Responsibilities | 6 |
| Lessee Responsibilities | 6 |
| Insurance | 7 |
| Cancellation Policy | 8 |
| Final Arrangements | 8 |
| Acceptance | 8 |
| Facilities Agreement for Use of Facilities | 10 |
| Caterer Agreement | 13 |
| Vendor Agreement | 15 |
| Vendor Waiver Agreement | 16 |
| Use of Liquor / Alcohol Agreement | 17 |
| Required Forms/Agreements Checklist | 18 |
| Event Inspection Checklist | 19 |
| Event Cleanup Checklist | 20 |

GUEST FACILITIES USE POLICIES

Our elegant, spacious facility can accommodate most gatherings, from small meetings to large catered sit-down banquets, inside and outside. There are a variety of spaces available to rent that can accommodate your needs.

We are excited that you are considering Congregation Beth Israel to host your special event at our new synagogue facility. It is our intent to work with you to make your event experience one that meets your event objectives, while maintaining the decorum and sanctity of our synagogue. It is our goal to protect our building, as well as our members and guests, so enclosed are a comprehensive set of guidelines and expectations. Please contact the Congregation Beth Israel Campus Maintenance and Management Committee or the Facility Manager if you have further questions. We are looking forward to hosting your event.

Subject to limitations, non-Congregation Beth Israel members are eligible for use of Congregation Beth Israel (*hereafter referred to as CBI*) facilities which are consistent with the character, purposes, and physical limitation of the facility.

Eligibility for Use

1. The CBI facility may be rented by non-CBI members. The decision on using the CBI facility by such non-members shall be made by the CBI Facilities Committee or the CBI Facility Manager at his/her sole and absolute discretion.
2. All rental inquiries should be addressed to the CBI Facility Manager.
3. Request for usage by non-CBI members, community service and non-profit organizations may request usage of the CBI facilities ONE (1) Year prior to their event but no later than fourteen (14) days prior to the event.
4. Facility reservations will be approved on a first come basis, using the Facilities Request form.

Rules of Observance

1. Secular functions may not be held on Jewish Holidays, Festivals or later than 3 p.m. on Fridays or before sundown on Saturdays.
2. Food service must be kosher style and follow CBI's Food Guidelines. Under no circumstances shall pork, shellfish or meat be brought to the Congregation Beth Israel Campus (inside or outside the facility). (*See Food Guidelines Policy on Page 4*).
3. There may be no display of non-Jewish religious symbols.
4. No performers or other employees of the vendors providing services shall wear any costumes or provide any performances which are not appropriate for the sanctity of the synagogue and the occasion being celebrated.
5. In the event that there will be a theme for the celebration or decorations which might be considered by the congregation to be inappropriate, the proposed decorations/theme should be submitted to the CBI Campus Maintenance & Management Committee or the CBI Facility Manager in writing for review as soon as possible, and in any event not less than fourteen (14) business days before the event rental. Lessee will be notified within three (3) business days if the decorations/theme are deemed inappropriate.

Food Guidelines

1. **Food service must be kosher style. Under no circumstances shall pork, shellfish or meat be brought to the Congregation Beth Israel Campus (inside or outside the facility). ___ INT**
 - Food prepared onsite or brought into Congregation Beth Israel's building must adhere to Congregation Beth Israel dietary policies.
 - Vegetarian, dairy or fish may be served. Note: only fish that has fins or scales may be served - no shellfish or any sea animals that do not have scales and fins (*e.g. shrimp, crab, mussels, clams, catfish, shark...*)
 - No meat or meat products are served at any time. Note: fowl is considered a kind of meat).
 - No pork, ham or products made with lard may be served or used in conjunction with foods prepared for consumption for the event (*e.g. bacon, sausage, box mixes that contain lard, etc.*).
 - All items can be commercially catered, or home baked as long as they are consistent with Congregation Beth Israel's Food Guidelines.

Lessee Expectations

1. Proper decorum and a reasonable standard of behavior shall be maintained by all persons and organizations while on the CBI property.
2. In the event that behavior becomes unruly or disruptive, inappropriate or destructive, CBI personnel will take necessary action.
3. An individual or group renting space at CBI is required to pay for security during the event.

Government Regulations

1. All exit doors must be unobstructed in accordance with the State of Washington and Whatcom County codes. No tables, decorations, floral arrangement or trees may be placed in front of any door or exit.
2. Restrictions regarding room capacity must be strictly adhered to.
3. It is the responsibility of the Lessee to obtain any licenses, permits or consent from public authorities (State of Washington/Whatcom County/City of Bellingham) where the nature of the use requires such special permit, including without limitation, permits required by the Washington Liquor and Cannabis board.
4. **Lessee acknowledges that according to the City of Bellingham/Whatcom County Noise Ordinances "any noise which unreasonably disturbs or interferes with the peace, comfort and repose" of neighbors is prohibited at any time. Music provided by a DJ, band or any other source will be allowed outside until 10 P.M. as long as it abides by City of Bellingham/Whatcom County Noise Ordinances. ___ INT**

Vendor Guidelines

1. In order for Third-party Service Providers/Vendors (*i.e. caterers, party planners, florists, DJs, musicians or other agents*) to use the CBI facility, they must have the following materials on file with Congregation Beth Israel:
 - Signed Caterer Agreement (*for caterer's only*)
 - Signed Vendor Agreement (*one per vendor*)
 - Signed Vendor Waiver Agreement (*one per caterer and vendor*)
2. **Current Certificate of Insurance from caterer and vendor(s) providing proof of liability insurance in the amount of at least \$1 million (\$1,000,000) naming Congregation Beth Israel as an "Additional Insured" party. ___ INT**
3. Upon approval, vendors will be permitted to work on CBI premises and will appear on the "Approved List" which is supplied to members and organizations who contract with CBI for use of the facility.

4. It is the responsibility of vendors to provide their own equipment (*i.e. dishes, serving platters, utensils, sound enhancement using their own equipment, special lights by photographers, etc.*).

Building Rules

1. Permission to bring in special equipment or entertainment apparatus for any event must be obtained from the CBI Campus Maintenance & Management Committee or the CBI Facility Manager no later than fourteen (14) business days in advance of the event.
2. Any rearrangement of furniture, equipment or fixtures belonging to CBI (other than tables or chairs being used for the event) shall not be permitted without prior written permission from the CBI Campus Maintenance & Management Committee or the CBI Facility Manager. Interior furniture, including without limitation, chairs and tables are NOT to be moved outside.
3. **No decorations may be used which require pasting or fastening, nailing, taping, stapling or tacking on or affixing to walls, doors, light fixtures, floors or ceiling by any means. ___ INT**
4. **No fireworks, confetti, glitter, birdseed, rice, fog/haze or live animals or similar visual or other enhancements may be brought onto or used anywhere on CBI property. ___ INT**
5. **Flowers or potted plants are not permitted on any flooring without a protective covering or stands to prevent staining. ___ INT**
6. No CBI equipment is to be loaned out or removed from the building at any time by any individual or organization.
7. No candles are permitted in the facility or on the CBI premises at any time, except with prior written authorization.
8. Lessees are encouraged to be mindful of the environment when planning for an event by avoiding the use of non-recyclable items, including but not limited to plastic water bottles, plastic bags and other items which cannot be recycled. CBI encourages the use of reusable or compostable products such as glass bottles, reusable bags and cups, etc. and provides recycling containers for the disposal of recyclable items.
9. No smoking of any kind, including the use of e-cigarettes or Cannabis products, is permitted in the facility or on CBI premises at any time, including without limitation, patios, playfields, walkways, playgrounds, parking lots and driveways, and other outdoor spaces at any time.
10. All motorized and non-motorized vehicles, including without limitation bicycles or other means of transportation, must remain on paved surfaces or gravel service roads.
11. Unless spaces are being specifically rented, they are off limits during rentals (*with the exception of restrooms*). If the Library is being rented, no borrowing or use of the congregation's book collection is permitted. If class rooms are being rented, renters are not to disturb class room displays or materials.
12. No pets of any kind are allowed in the CBI facility or on the CBI grounds at any time, except properly trained service animals.
13. A CBI representative or authorized agent will be present at all non-CBI functions to unlock and lock the building, to verify compliance with the rules, serve as a liaison with the CBI Facility Manager and is authorized to take immediate action to correct any behavior, other activity or decoration found non-compliance with CBI rules and this agreement together with other forms required by the agreement.
14. Resultant action may include removal of any person on the premises, engaged in but not limited to unseemly conduct or other non-compliance with CBI rules.
15. CBI Reserves the right to change this agreement provided appropriate notice is given.

Parking

1. All guests, personnel of caterers, party planners, decorators, florists, photographers, DJs, etc. must park their vehicles in CBI's regular parking area within authorized parking zones.

2. Vendors may temporarily park in the back area to unload and load, set up a tent, tables, and chairs but must move vehicles immediately after items are unloaded or loaded, unless by prior written authorization from the CBI Facility Manager.
3. Any vehicles parked illegally will be ticketed and/or towed away without further notification (*e.g. parking on lawns, fields, etc.*).

Lessor Responsibilities

1. CBI will provide a clean and safe space for Lessee's event.
2. An onsite CBI representative will be present to open and lock up the facility, ensure Lessee's compliance with the CBI rules and address any building related problems that arise before and during the event.
3. Security services will be provided, except by prior written authorization.

Lessee Responsibilities

1. Any fees, including without limitation room rental deposit (50% of total room rental fee) plus security fees, and damage deposit are due with the signed contract.
2. The balance of the room rental fee is due 60 days before the event.
3. **Until the signed facilities rental agreement, the room rental deposit, damage deposit, security fees are received, this application is not binding, and CBI has the right to release the date to another party. ___ INT**
4. If written notice of cancellation is not received at least 60 days before the event, CBI reserves the right to release the date and retain the room rental deposit.
5. The CBI name and all publicity, material or printed matter which may affect the CBI, or its facilities is not permitted without prior written approval of the CBI President, other than to identify the location of an event.
6. Lessee using the CBI facilities shall be responsible for any loss of equipment, breakage, damage to equipment or physical property, and shall be billed for any such loss, breakage or damage. (*Under certain circumstances, the CBI Campus Maintenance & Management Committee or the CBI Facility Manager reserves the right to require an additional deposit*).
7. Lessee using CBI's facilities assumes the sole risk of loss or damage to any personal property stored on CBI's premises, and CBI and its agents shall be held harmless from any liability for loss or damage to such property.
8. It is understood and agreed that all attendants who may be requested to park vehicles during an event act as agent for the owner of the vehicle or Lessee and not as agent for CBI.
9. All equipment which is brought onto the premises for an event must be removed at the termination of the event unless otherwise pre-arranged in writing with the CBI Facility Manager.
10. Lessee has agreed to and is governed by these rules and will hold harmless and indemnify and defend CBI, its directors, officers, employees, agents and volunteers against any claims for injury to persons or property occurring on CBI property from any cause whatsoever. At CBI's sole option, CBI may choose to defend itself and its directors, officers, employees, agents and volunteers for their reasonable costs of such defense including, without limitation, litigation and non-litigation costs, attorney's fees, damages and out of pocket other expenses incurred in their own defense and recovered against them, jointly or severally, through negotiation, mediation, arbitration or litigation or similar dispute resolution.
11. Lessee is required to pay for security fees during the event as part of the rental fee except by prior written authorization.
12. All rental spaces must be returned to pre-rental condition. (*See Event Cleanup Checklist*).

13. It is understood and agreed that Lessee may be assessed additional costs, including without limitation to security fees, if the event requires more security involvements than initially contemplated by the rental application, cleaning fees if the space(s) rented is not left in the pre-rental condition, and other damages incurred as a result of renting the facility, etc.
14. **If there are no additional costs due after the event, including without limitation to security fees, damages, extra cleaning fees, etc., the damage deposit will be refunded in full to the Lessee.** If CBI suffers damages greater than the damage deposit, then Lessee shall be responsible for the additional damages. In the event there are additional costs due, they will be taken out of the damage deposit. An itemized list of additional costs will be provided to the Lessee within fourteen (14) days after the event.
15. Under no circumstances will use of facilities be permitted prior to approval of the application and a signed agreement of compliance by individual or group with these policies.
16. All payments must be made when due.
17. Lessee may not assign the date of this event to another member or a non-member.

Insurance

1. **Lessee must provide proof of General Liability Coverage and or/special events liability coverage for \$1 million (\$1,000,000) and provide it to Congregation Beth Israel naming Congregation Beth Israel as an "Additional Insured" party. Lessee may choose to purchase an Event Policy for \$1 million (\$1,000,000) from their personal insurance company or third party insurance company such as wedsafe.com.**
___ INT
2. Instructions for using wedsafe.com:
 - Go to their website, wedsafe.com
 - Click on the yellow "Get Quote" button or the "Purchase Now" option on the upper menu bar.
 - On the "Quick Quote Page" select WA State for your event location, and designate if Washington is your home state or if you live elsewhere.
 - On the "Quick Quote Page" designate what type of event you are hosting, the event date, number of guests expected, and whether you will be furnishing alcohol without charge or whether there will be no alcohol served at your event (Note: if Lessee is serving alcohol, he/she must select the option "(Alcohol) Furnished without a charge and/or BYOB," otherwise your insurance liability coverage will not be valid).
 - Select \$1,000,000 liability coverage and designate whether you would like to purchase cancellation insurance (optional but not required).
 - Check "yes" to email certificate to the venue and put in CBI's email address, facilities@bethisraelbellingham.org.
 - Select "Other" from the drop down venue options and add Congregation Beth Israel and 751 San Juan Blvd, Bellingham, WA 98229, 360-733-8890.
 - Fill in your personal information and purchase insurance policy
3. **If Lessee does not provide proof of General Liability Coverage naming Congregation Beth Israel as an "Additional Insured" party no later than seven (7) days prior to the event, Congregation Beth Israel reserves the right to purchase General Liability Coverage naming Congregation Beth Israel as an "Additional Insured" and deduct the cost from Lessee's damage deposit.** ___ INT
4. **Outside contractors/vendors (including caterers, photographers, DJs, etc.) must provide proof of liability insurance in the amount of at least \$1 million (\$1,000,000) naming Congregation Beth Israel as an "Additional Insured" party.** ___ INT
5. The verification must be presented to the CBI Facility Manager at least fourteen (14) business days before the scheduled event.
6. Congregation Beth Israel has the authority to cancel the usage of CBI's facilities by any member who fails to comply, including without limitation outside contractors' proof of liability insurance and liquor license and insurance, if applicable.

7. When alcohol is being served, the user must fill out the Use of Liquor Form and the event must not be open to the public as defined by the Washington State Liquor and Cannabis Board.
8. When alcohol is being served, the user must fill out the Use of Liquor Form and the event must not be open to the public as defined by the State of Washington.

Cancellation Policy:

1. Lessee agrees that the CBI President or his/her designee has the right at his/her discretion to cancel any event due to severe weather, emergencies, or other extenuating circumstances. Full refunds or other accommodations may be made in such circumstances.
2. The Lessee assumes all liability to all vendors if Lessee cancels for any reason. In such case Lessee forfeits all paid fees to CBI and may be liable for additional costs that CBI may incur or be liable for as a result of cancellation.
3. In the event Lessee cancels this contract, CBI will necessarily incur damages including: having turned away other reservations, meetings or functions which would have generated additional revenue for CBI.
4. If cancellation occurs, an invoice will be sent to Lessee at the time of cancellation for the damages due. If CBI is able to re-rent the function space cancelled, that portion of the damages will be refunded based upon a percentage for space being re-rented.
5. CBI may suffer damages greater than these forfeits.

The following cancellation policy applies to this event.

| | |
|---|--|
| If cancelled 120+ days prior to event | <ul style="list-style-type: none"> • All rental fees paid to date will be refunded • Damage deposit will be refunded if previously paid • Security fees will be refunded if previously paid |
| If cancelled between 60 and 120 days prior to event | <ul style="list-style-type: none"> • 50% of rental fees will be refunded • Damage deposit will be refunded if previously paid • Security fees will be refunded if previously paid |
| If cancelled between 7 business days and 60 days prior to event | <ul style="list-style-type: none"> • All rental fees will be forfeited • Damage deposit may be refundable • Security fees may be refundable |
| If cancelled less than 7 business days prior to event | <ul style="list-style-type: none"> • All rental fees paid to date will be forfeited • Damage deposit will be forfeited • Security fees will be forfeited |

Final Arrangements:

1. Final room arrangements, other details and final payment should be received by the CBI Campus Maintenance & Management Committee or CBI Facility Manager no later than fourteen (14) business days prior to the event, except with written authorization.
2. Room set up diagram must be received by the CBI Campus Maintenance & Management Committee or CBI Facility Manager no later than fourteen (14) business days prior to event, except with written authorization.

Acceptance:

1. Based on the Facilities Use Request Form Lessee submitted on *(date)* _____ the room(s) have been set aside for Lessee on a first option tentative basis.
2. With a first option, Lessee has the first right of refusal to the date tentatively set aside for him/her.
3. If CBI receives a request for the dates and space held for Lessee, CBI will notify Lessee, and he/she will have five (5) business days in which to confirm with CBI.

4. After five (5) business days, unless CBI has a signed contract with Lessee, CBI has the right to release the space being held to another person or group.
5. This contract and option are valid for thirty (30) business days (unless CBI receives another request for the space, in which case you will be notified).
6. If CBI has not received the signed contract agreement along with applicable rental deposits and security deposits on or before the thirty (30) business day period, requested facilities space(s) will be released.
7. This agreement shall be binding upon the parties and assigns.
8. The parties shall execute such other supplemental agreements or other writings as may be necessary or advisable to carry out the full meaning of this agreement (*i.e. Caterer's Agreement, Vendor's Agreement, Use of Alcohol Agreement, Vendor Waiver Agreement, etc.*).
9. If the parties agree to change any provision of this agreement, such changes to the agreement shall be in writing and signed and acknowledged by the CBI Campus Maintenance & Management Committee or CBI Facility Manager Facility Manager and Lessee.
10. The failure of either party to insist upon strict performance of any provision of this agreement shall not constitute a cancellation, modification or waiver of the same.
11. This agreement contains the entire understanding of the parties and there are no representations, warranties, covenants or undertakings other than those expressly set forth in this agreement.

RENTAL AGREEMENT FOR USE OF FACILITIES

| | | |
|--|----------|----------------|
| Lessee (Person / Group Responsible for Event): | | |
| Address: | | |
| Contact Information: | | |
| Phone: (H) | (C) | (W) |
| E-Mail: | | |
| Name of Event: | | Date of Event: |
| Event Starting Time: _____ am/pm to _____ am/pm *ALL EVENTS MUST END NO LATER THAN 12 MIDNIGHT UNLESS BY PRIOR AUTHORIZATION | | |
| Event Will Include (check all that apply): [<input type="checkbox"/>] Food [<input type="checkbox"/>] Alcohol | | |
| Room(s) / Area(s) to be used: <i>(circle all that will be used) include # of people for each room/area (See occupancy allowance after each designated room):</i> <i>Social Hall (375 peo) _____ Sanctuary (315 peo) _____ Kitchen (main floor) _____ Beit Midrash (35 peo) _____</i> <i>Multi-purpose Room (28 peo) _____ Library (55 peo) _____ Foyer Area _____ Preschool Area (53 peo) _____</i> <i>Lower Level Kitchen _____ Classrooms 1 (12 peo) _____ 2 (12 peo) _____ 3 (15 peo) _____ 4 (15 peo) _____ 5 (12 peo) _____</i> <i>6 (11 peo) _____ 7 (17 peo) _____ 8 (15 peo) _____ 9 (18 peo) _____ 10 (18 peo) _____ Back Patio _____ Beit Midrash Patio _____</i> <i>Ball Field _____</i> | | |
| Outside Vendors Being Used: | | |
| Name of Caterer <i>(if applicable)</i> : | Phone #: | Email: |
| Name of Vendor <i>(if applicable)</i> : | Phone #: | Email: |

| | |
|--|-----------|
| Damage Deposit | \$ |
| Security Fees | \$ |
| Sanctuary (main level) | \$ |
| Social Hall (main level) | \$ |
| Kitchen (main level) | \$ |
| Beit Midrash Room (main level) | \$ |
| Foyer (main level) | \$ |
| Multi-purpose Room (2 nd level) | \$ |
| Library (2 nd level) | \$ |
| Preschool Room (lower level) | \$ |
| Classrooms 1-10 (lower level) | \$ |
| Kitchen (lower level) | \$ |
| Main Floor Back Patio (outside grounds) | \$ |
| Grassy area next to back patio (outside grounds) | \$ |
| Beit Midrash Patio (outside grounds) | \$ |
| Ball Field (outside grounds) | \$ |
| Total Rental Fees Due | \$ |

Agreement for Use of Congregation Beth Israel:

It is understood that the Applicant has agreed to and is governed by the Rules and Policies governing the use of Congregation Beth Israel Property. It is understood that Congregation Beth Israel and its directors, officers and employees shall not be liable for injury to persons or property occurring in or about the premises from any cause whatsoever.

Lessee will indemnify and hold harmless Congregation Beth Israel and its directors, officers, employees, agents and volunteers from and against any and all claims, actions, damages, liability and expense in connection with injury to persons or property arising from or out of the use or occupancy by Lessee of the premises or occasioned wholly or in part by an act or omission of Lessee, its agents, employees, or invitees of Lessee. This indemnification includes without limitation attorney fees and expenses in connection therewith. It is the responsibility of the Lessee to provide a copy of the Rules Governing Use of Congregation Beth Israel Property to all service providers.

This agreement shall be binding upon the parties and assigns and there shall be no sub lease or assignment to another member or non-member. The parties shall execute such other supplemental agreements or other writings as may be necessary or advisable to carry out the full meaning of this agreement (*i.e. Caterer Agreement, Vendor Agreement, Use of Alcohol Agreement, Vendor Waiver Agreement, etc.*). If the parties agree to change any provision of this agreement, such changes to the agreement shall be in writing and signed and acknowledged by a member of the Campus Maintenance, Management Committee or the Facility Manager and Lessee. The failure of either party to insist upon strict performance of any provision of this agreement shall not constitute a cancellation, modification or waiver of the same. This agreement contains the entire understanding of the parties and there are no representations, warranties, covenants or undertakings other than those expressly set forth in this agreement. Any suit, including arbitration, arising out of this agreement shall be brought in the Courts of the state of Washington in and for Whatcom County and any trial or arbitration, at the sole option of CBI, shall take place in Whatcom County or such other place as chosen by CBI.

Lessee's Signature _____ Date _____

Print Name _____

CBI Signature/title _____ Date _____

Print Name _____

For Office Use Only:

| | | |
|--|----------------|-----------------|
| Facilities Use Request form | | Date Received: |
| Damage Deposit Received: | Check # | Date Received: |
| Security Fees: <i>minimum of 3.5 hrs @ \$45 per hr</i> | Check # | Date Received: |
| 50% Room Rental Fee: | Check # | Date Received: |
| Balance Received: | Check # | Date Received: |
| Appointment Scheduled with Facility Manager | | Date Scheduled: |
| Rental Procedures & Policies Agreement | | Date: |
| All Insurance Liabilities Received: | | Date: |
| Caterer Agreement | | Date: |
| Vendor Agreement(s) | | Date: |
| Use of Liquor/Alcohol Agreement | | Date: |
| Vendor Waiver Agreement(s) | | Date: |
| Event Inspection Checklist | | Date: |
| Event Cleanup Checklist | | Date: |
| Damage Deposit Refund [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No | CBI Check # | Date: |
| Overage Fees [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No | Amount Due: \$ | Date: |

CATERER AGREEMENT

This agreement is between Congregation Beth Israel and the Caterer and Lessee

EVENT: _____ **DATE OF EVENT:** _____

The following conditions must be met:

1. No later than 14 business days prior to the event date, the caterer must return the following documents:

- a) A certificate of Commercial General Liability Insurance coverage in the amount of \$1 million (\$1,000,000) combined single limit, Bodily Injury and Property Damage must be filed with Congregation Beth Israel. Congregation Beth Israel must be added as an "Additional Insured."
- b.) If alcohol is being served, Liquor Law Liability coverage in the amount of \$1 million (\$1,000,000) must be included.
- c.) Caterer Agreement form
- d.) Copy of caterer's license
- e.) A copy of Department of Health Food Handler Certificate for caterer

2. Food service must be kosher style. Under no circumstance shall pork, shellfish or meat be brought into Congregation Beth Israel. _____ INT

- Food prepared onsite or brought into Congregation Beth Israel's building must adhere to Congregation Beth Israel dietary policies.
- Vegetarian, dairy or fish may be served. Note: only fish that has fins or scales may be served - no shellfish or any sea animals that do not have scales and fins (*e.g. shrimp, crab, mussels, clams, catfish, shark...*)
- No meat or meat products are served at any time. Note: fowl is considered a kind of meat.
- No pork, ham or products made with lard may be served (*e.g. bacon, sausage, box mixes that contain lard, etc.*).
- All items can be store bought, commercially catered, or home baked according to the Congregation Beth Israel's Food Guidelines.
- All items can be store bought, commercially catered, or home baked according to the Congregation Beth Israel's Food Guidelines.

3. Food Allergy Concerns:

- While we cannot certify that we are allergen free for any type of food allergies, we will try to accommodate where possible.
- We have decided to be nut "sensitive." This means we will not serve nuts or foods with nuts as an ingredient on the label. We will serve foods where the label says made in a facility that may process nuts.
- If you use the coffee maker or the urns for coffee and hot water make sure they are drained and washed. Leave them to dry on the shelf next to the big sinks.

4. To preserve the sanctity of the religious ceremony conducted in the sanctuary, caterers are requested to refrain from all food preparation and set-up activities during such services, except with prior written authorization.

- 5. All rooms must be left in the same condition as when they were rented. Charges may be assessed to replace damaged or broken equipment or furniture.
- 6. If kitchen is used, the caterer must clean up. All surfaces must be cleaned before leaving, including without limitation kitchen floors must be swept and mopped. No food may be left on Congregation Beth Israel property after the event except with prior written authorization. All garbage must be placed in the appropriate garbage or recycling bags at the end of the event and deposited in appropriate outside containers.
- 7. Caterers are encouraged to be mindful of the environment when planning for an event by avoiding the use of non-recyclable items, including but not limited to plastic water bottles, plastic bags and other items which cannot be recycled. CBI encourages the use of reusable and compostable products such as glass bottles, reusable bags and cups, etc. and provides recycling containers for the disposal of recyclable items.
- 8. The caterer must supply all their own paper products, cleaning supplies and consumables.
- 9. No kitchen utensils, pots, pans, cooking utensils, silver, cutlery, china or glassware belonging to Congregation Beth Israel may be used. Caterer must supply everything that is necessary for the preparation and serving of food.
- 10. The refrigerator/freezer may be used for storing food no more than 24 hours in advance of an event. No food shall be left in the kitchen or refrigerator/freezer at the end of an event. **PLEASE NOTE: CATERER MUST CONTACT ADMINISTRATOR FOR APPROVAL OF FOOD STORAGE OTHER THAN SPECIFIED ABOVE.**
- 11. All State of Washington and Whatcom County laws must be strictly followed.
- 12. No smoking of any kind, including the use of e-cigarettes or Cannabis products, is permitted in the facility or on CBI premises, including without limitation, patios, playfields, walkways, playgrounds, parking lots and driveways, and other outdoor spaces at any time. This policy applies to all employees, visitors, vendors and guests.
- 13. It is understood by the caterer that no later than fourteen (14) business days from execution of this agreement the Lessee shall contact the CBI Campus Maintenance & Management Committee or the CBI Facility Manager to confirm arrangements.
- 14. It is understood that there is no relationship between CBI and the caterer. The caterer has a contractual relationship with the Lessee.

Date: _____

Caterer's Name: _____

Caterer's Signature: _____

Lessee's Name: _____

Lessee's Signature: _____

**Return this agreement to Congregation Beth Israel no later than
14 business days in advance of the event**

VENDOR AGREEMENT

This agreement is between Congregation Beth Israel and the Vendor and Lessee
(Each vendor should fill out a separate form)

EVENT: _____ **DATE OF EVENT:** _____

The following conditions must be met:

1. No later than fourteen (14) business days prior to the event date, the Vendor must return the following documents:

- a) A certificate of Commercial General Liability Insurance coverage in the amount of \$1 million (\$1,000,000) combined single limit, Bodily Injury and Property Damage must be filed with Congregation Beth Israel. Congregation Beth Israel must be added as an "Additional Insured."
- c.) Vendor Agreement form

2. All rooms must be left in the same condition as when they were rented. Charges may be assessed to replace damaged or broken equipment or furniture.

3. Vendor must supply all their own paper, cleaning supplies and consumables. All garbage must be placed in the appropriate garbage or recycling bags at the end of the event.

4. All City of Bellingham/Whatcom County Laws, including but not limited to the Noise Ordinance which states "any noise which unreasonably disturbs or interferes with the peace, comfort and repose" of neighbors is prohibited at any time. Music provided by a DJ, band or any other source will be allowed outside until 10 P.M. as long as it abides by City of Bellingham/Whatcom County Noise Ordinances Music. ____ INT

5. No smoking is allowed anywhere on the Congregation Beth Israel property. This policy applies to all employees, visitors, vendors and guests.

6. It is understood by the vendor that no later than fourteen (14) business days from execution of this agreement the Lessee shall contact the Congregation Beth Israel Facility Manager to confirm arrangements pertaining to the facilities use by a vendor.

7. It is understood that there is no relationship between CBI and the vendor. The vendor has a contractual relationship with the Lessee.

Date: _____

Vendor's Name: _____

Vendor's Signature: _____

Lessee's Name: _____

Lessee's Signature: _____

**Return this agreement to Congregation Beth Israel no later than
14 business days in advance of the event**

VENDOR WAIVER AGREEMENT

The undersigned vendor, who is contracted to work in Congregation Beth Israel, 751 San Juan Street, Bellingham, WA 98229 facility, agrees to protect, indemnify, defend and hold harmless Congregation Beth Israel and any Officers, Members of the Board of Directors, congregants, employees and any agents of any of them, against all claims, losses or damages to persons or property, government charges or fines, and other costs arising out of or connected with the event, except those claims arising out of the sole negligence or willful misconduct of Congregation Beth Israel.

Vendors (including caterers, photographers, DJs, etc.) must provide proof of liability insurance and proof of workers' compensation insurance in the amount of at least \$1 million (\$1,000,000) naming Congregation Beth Israel as an "Additional Insured" party. The verification must be presented to the Facility Manager at least one week before the scheduled event.

The undersigned vendor also agrees to cover the total costs of all repairs or replacements resulting from damage to the Congregation Beth Israel facility that is a result of the vendor's materials, installation or use thereof.

AGREED TO AND ACCEPTED BY APPLICANT/VENDOR:

Event Name & Date

Print name of Vendor/Company

Signature of Vendor/Company Representative Date

Vendor/Company Contact Information (Phone and e-mail)

**Return this agreement to Congregation Beth Israel no later than
14 business days in advance of the event**

USE OF LIQUOR / ALCOHOL AGREEMENT

(To be filled out and signed by person booking this event)

The Lessee hereby indemnifies Congregation Beth Israel and its directors, officers and employees for and save it harmless from and against all claims, actions, damages, liability and expense relating to injury to persons or property arising from or out of the use or occupancy by Lessee of the premises, or occasioned wholly or in part by any act or omission of Lessee, its agent, employees, or invitees of Lessee.

This agreement includes any claims, actions, damages and/or demands arising out of the service of alcoholic beverages at Congregation Beth Israel.

If a caterer is used, the caterer shall provide an endorsement to Congregation Beth Israel on the certificate of insurance that host liquor liability is included no later than seven (7) business days prior to the event.

If no caterer is used, the Lessee is responsible to provide an endorsement to Congregation Beth Israel

WHETHER LIQUOR/ALCOHOL IS BEING SERVED FOR NOT, THIS FORM MUST STILL BE FILLED OUT AND RETURNED.

Liquor/Alcohol will be served: Yes

Liquor/Alcohol will not be served: No

Event Name: _____

Date of event: _____

Lessee's name: _____

Lessee's Signature: _____

Current Date: _____

**Return this agreement to Congregation Beth Israel no later than
7 business days in advance of the event**

CHECKLIST FOR REQUIRED FORMS/AGREEMENTS

| Lessee Required Documents | Due By | Date Submitted |
|--|-----------------------------------|-----------------------|
| Facilities Request Form from Lessee | May submit 2 years before event | |
| Facilities Rental Agreement from Lessee | 120 business days before event | |
| Rental Deposit (50% Room Rental Fees), damage deposit & security fees | 120 business days before event | |
| Balance of Room Rental Fees | 60 business days before event | |
| Lessee's Proof of Liability Insurance | 14 business days before event | |
| Appointment Scheduled with Facility Manager | 14 business days before event | |
| Use of Liquor/alcohol Agreement | 7 business days before event | |
| Proof of Banquet Permit to serve Liquor (if applicable) | 7 business days before event | |
| Event Inspection Checklist | Day of event | |
| Event Cleanup Checklist | Immediately after Day of event | |
| Caterer Required Documents | Due By | Date Submitted |
| Caterer Agreement | 14 business days before event | |
| Caterer's Proof of Liability insurance | 14 business days before event | |
| Vendor Waiver Agreement | 14 business days before event | |
| Annual Food Service Permit | 14 business days before event | |
| Food Worker Card | 14 business days before event | |
| Vendor(s) Required Documents | Due By | Date Submitted |
| Vendor(s) Contract (if applicable) | 14 business days before event | |
| Vendor(s) Proof of Liability Insurance | 14 business days before event | |
| Vendor Waiver Agreement | 14 business days before event | |

EVENT INSPECTION CHECKLIST
 (**Please Note Any Damage Prior to Event)

| | |
|--|---|
| Kitchen (main floor) | ✓ |
| Walls | |
| Floors | |
| Equipment | |
| Sinks | |
| Appliances (stove, refrigerator, dishwasher, etc.) | |
| Countertops | |
| Lights | |
| Social Hall/Sanctuary | ✓ |
| Walls | |
| Floors | |
| Equipment if applicable | |
| Tables/chairs | |
| Lights/Ceiling Fans | |
| Foyer/Restrooms | ✓ |
| Walls | |
| Floors | |
| Countertops | |
| Sinks/toilets | |
| Equipment if applicable | |
| Lights | |
| All Meeting Rooms | ✓ |
| Walls | |
| Floors | |
| Tables/chairs | |
| Equipment if applicable | |
| Lights | |
| All Exterior Meeting Areas | ✓ |
| Concrete/brick/grass surfaces | |
| Walls | |
| Lights | |
| Tables/chairs | |
| | |
| | |

Date: _____

Lessee's Signature: _____ Lessee's Name (printed): _____

****Return Inspection Checklist to Congregation Beth Israel office on day of event**

EVENT CLEANUP CHECKLIST

*(**Please initial all applicable spaces/items before leaving building)*

| | |
|---|---|
| Kitchen | ✓ |
| Wash all used kitchenware, dishes & counters per signage | |
| CBI used tablecloths should be placed in containers in main floor kitchen after use | |
| Unplug coffee makers and other small appliances | |
| Empty ALL trash/recycle containers and dispose in appropriate dumpsters (<i>**regardless how full they are</i>) | |
| Clean up any spillages to prevent ants/rodents coming in | |
| Turn off stove and oven | |
| Remove all unused food / leave no food in refrigerator (wipe up any spills in refrigerator) | |
| Clean up all visible food & trash on floors & tables & place in appropriate dumpster | |
| Turn off lights | |
| Social Hall | ✓ |
| Clean up all visible food & trash on floors & tables & place in appropriate dumpster | |
| Remove all tablecloths and linens | |
| Remove any decorations (including but not limited to balloons, flowers, paper decorations, etc) | |
| Return all tables/chairs used for celebration to designated locations | |
| Return all video/audio equipment and cords to proper locations | |
| Replace trash/recycle cans (after emptying) with appropriate liners | |
| Clean up any spillages to prevent ants/rodents coming in | |
| Make sure all outside doors are closed and locked | |
| Turn off lights | |
| Restrooms | ✓ |
| Empty all garbage containers and dispose in appropriate dumpsters outside | |
| Clean floors and countertops as needed | |
| Turn off lights | |
| Building | |
| Insure all doors are secure and locked | |
| Clean floors as needed | |
| Clean up all visible food & trash on floors & tables & place in appropriate dumpster | |
| Return all video/audio equipment and cords to proper locations | |
| Turn off all lights | |
| Exterior | ✓ |
| Clean up all visible food & trash on floors & tables & place in appropriate dumpster | |
| Clean up any spillages to prevent ants/rodents coming in | |
| Return all video/audio equipment and cords to proper locations | |
| Return all tables/chairs to designated locations | |
| Turn off lights | |

Date: _____

Lessee's Signature: _____ Lessee's Name (printed): _____

****Return Event Cleanup Checklist to Congregation Beth Israel office after the event.**