

# **Rules and Regulations for Third Party Service Providers**

All caterers, party planners, florists, entertainment providers, orchestras, photographers, valet parking companies, etc., who work on the premises of Congregation Bet Ha'am must be approved by Bet Ha'am prior to being engaged.

## **Approval of Third-Party Service Providers/Vendors**

To qualify for approval, all caterers, party planners, florists or other agents retained must have the following materials on file with Bet Ha'am:

- Signed Contract Agreement between service provider and renter
- Current Certificate of Insurance (coverage outlined in Facilities Use Policy)
- Current Hold Harmless Agreement

### **Areas available for use**

Specific areas of Bet Ha'am are rented for each event. Bet Ha'am staff will assist in making sure that only these areas are used. Food and/or drink is allowed in the Social Hall and prohibited in all other areas except with the written authorization of the Synagogue Administrator.

### **KITCHEN USE**

#### **Food Preparation**

- All food shall be prepared in advance to the extent possible. All cooking done on the premises shall be done with the caterer's utensils.
- No pork or shell fish products shall be served anywhere on the Bet Ha'am premises. Milk and meat shall not be mixed in the same dish.
- All liquids must be dispensed in proper dispensers. Spillage must be dried up immediately.
- The use of propane is strictly prohibited on the Bet Ha'am premises. Sternos and electric ovens may be used.

#### **Cleanup**

Caterers are responsible for the set up of the rental area and cleanup of the rental area and the kitchen after their use. The kitchen must be cleaned immediately after the function and left in the same condition as found. This includes stoves, ovens, sinks, tables, cabinets, urns and all other equipment, as well as floors, doors, etc.

All food and food particles, liquid and liquid spillage, containers, and food and liquid receptacles must be removed from the room assigned for the function immediately after the event. Floors in these areas must be cleared of food, paper, etc. All trash and garbage *must* be removed from the premises by the caterer immediately after the function. All garbage cans will be provided with liners.

All equipment belonging to the caterer, including dishes, utensils and containers of any sort, as well as surplus food/liquids, must be removed from the premises immediately after the event. Rented dishes, serving pieces, and utensils may not be left inside the building unless they have been washed. Scraped items with food residue will be left outside the kitchen, covered, until retrieved by the rental company.

### **Use of Dish Washing Equipment**

If Bet Ha'am's dish washing equipment is used, it may be operated only under the supervision of the Bet Ha'am staff. All sinks must be used according to written signs. Any incorrect use of sinks may result in the retention of some or all of security deposit as well as additional damages.

### **Scheduling of Deliveries**

Deliveries to Bet Ha'am in connection with any event must be scheduled in advance with the Bet Ha'am Office. Deliveries for an event scheduled on a Saturday or Sunday, can only be made between the hours of 1 pm and 3 pm on Friday afternoon. Pick up of these materials, if not possible directly after the event, must be scheduled between 10am until 2 pm on Monday if approved by the Synagogue Administrator or after 9:15 am on Tuesday morning.

## **DECORATIONS**

### **Advance Notice**

The Administrative Office must be apprised at least 30 days in advance of any decorations to be used at any events on the Bet Ha'am premises.

### **Decorations Permitted**

The Sanctuary was designed to create an appropriate and dignified atmosphere for a wedding, *Bar/Bat Mitzvah* or other religious service. Decorations should be appropriate to the space and Bet Ha'am reserves the right to not allow decorations deemed not appropriate.

Arrangements for using Bet Ha'am's "*Chuppah*" may be made through the Synagogue Administrator, after consultation with the Rabbi.

### **Decorations Not Permitted**

Decorations may *not* be affixed to the walls or hung from the ceiling.

The following are not permitted:

- The use of highly flammable or explosive materials.
- The throwing of rice on Bet Ha'am property.
- The use of glitter or hay as a party decoration is **STRICTLY PROHIBITED**.

### **Removal of Decorations**

All equipment and decorations brought in or used by the caterer or party planner are to be moved, erected, dismantled and removed by the caterer or party planner. All party decorations must be removed from the room IMMEDIATELY following the event and before the caterer's departure.

### **Use of Helium Tanks**

The use of helium tanks is permissible ONLY if the tanks are properly secured. Free-standing tanks will not be permitted under any circumstances.

### **Pinball Machines, Video Games, Gambling**

The use of pinball machines/video games and "Las Vegas" gambling type games are prohibited on the premises of Bet Ha'am.

## **PARKING**

### **Unauthorized Parking Areas**

Parking is not permitted in or near the following areas:

- Near the kitchen door
- In the area reserved for Bet Ha'am staff
- In the fire lanes; or
- Wherever prohibited by sign.

All personnel of caterers, party planners, decorators, florists, orchestra members, and photographers must park their vehicles in the regular parking area within authorized parking zones. Any vehicles parked illegally will be ticketed and/or towed away without any further notification. The South Portland Police Department has been authorized to issue citations to any illegally parked vehicles at Bet Ha'am. These are returnable in court and subject to substantial fines.

## **VIDEO TAPING**

### **Sanctuary**

The use of video tape equipment or any other photographic equipment in the Sanctuary is only allowed pursuant to the terms specified in the Bet Ha'am Facilities Use Policy.