



Guidelines for Shabbat Kiddush & Shalosh Seudit at Keshet Israel

If you are interested in sponsoring a Kiddush, Shalosh Seudit, or hosting a private event, please contact the office to ensure your selected date is available. Dates can be shared between multiple parties including the associated costs. Please also be sure to share the reason for or purpose of your sponsorship/event so that we can mention this in our weekly publications. **You must call to sponsor 2 weeks before your selected date and 4 weeks before any major private event.**

All food, drinks, and alcoholic beverages must be approved by the rabbi or mashgiach prior to Shabbat or Yom Tov if the kiddush or the serving of food will take place on those days.

The following protocols apply to all food related events and rentals at Keshet Israel:

A. Standard Kiddush & Shalosh Seudit (Shabbat)

- a. Regardless of your food selections you are expected to pay the base sponsorship fee as found on the Request Form.
 - i. This fee also applies to Kiddush “enhancements” where food is brought in to add to what is already being served.
- b. The fee(s) **must** be paid prior to your sponsored date by paying online, mailing a check to KI, or by calling the office to pay via telephone.
- c. When a “basic menu” is chosen this does **not** include cleaning. You are expected to clean up according to the cleaning schedule provided when reserving your date. If you do not wish to clean up, you may pay an additional fee for wait/cleaning staff to be hired.
- d. Please keep in mind if cleaning is not done after your event, you will be charged the cleaning fee so that we may bring someone in to clean up.

B. Out of Area Food Options- When going beyond the basic menu you are required to order and obtain your own items. Here are a few choices for places in the Baltimore and Scranton areas:

- a. Seven Mile Market
- b. Market Maven
- c. Yeshiva Co-op (local to KI \$25 delivery fee)
- d. Knish Shoppe
- e. Rosendorf’s Challah
- f. Sion’s Bakery
- g. Taam Thai
- h. David Chu’s
- i. Additional places should be coordinated with the rabbi or mashgichim

C. Luncheon (Shabbat)

- a. Menu and cost arrangements are to be arranged a minimum of 2 weeks prior to the event.
- b. At least 1 staff/cleaning crew must be hired for the event.
- c. If all members of KI are invited to attend, then the additional rental price for the Kiddush Room will be waived.

D. Private Events

- a. All events are subject to rental rates found on the Facilities Request Form.
- b. Food related private events are to be coordinated with the rabbi or mashgichim as detailed in Section F below.

E. Wine

- a. All wine used for Kiddushim, luncheons, and private events must be purchased at the KI Wine Cellar.
- b. All wine must be Mevushal.
- c. Arrangements should be made with Michael Siegel or Dan Schulder to buy your wine.
 - i. The office is unable to coordinate wine orders. Please contact either Dan or Michael to place your orders.

F. Mashgiach Pricing

- a. Any privately prepared event and/or catered event must be watched by a mashgiach. This includes delivery and/or preparation of food. The rate is \$25 per hour as found on the fee schedule.
- b. Any sponsored Kiddush where food will be prepared in the kitchen must be watched by a mashgiach at the rate of \$25 per hour.
- c. Any food being prepared in the kitchen or brought into the kitchen **must** be coordinated with a mashgiach 48 hours in advance.
- d. The rabbi may determine who is able to prepare their own food in the kitchen without a mashgiach after all food is previously checked.
- e. Nothing can be brought into the building that hasn't been checked by a mashgiach or the rabbi. **The office is unable to coordinate access to the kitchen or delivery of items.**
- f. **All food being prepared by a non-Jew must be supervised by a mashgiach. Any questions related to this item should be discussed with the rabbi.**

G. Reimbursement

- a. Keshet Israel **will not** provide reimbursement for alcohol purchases. This includes donation letters for tax purposes.
- b. Any reimbursement for food/supply purchases must include a receipt or credit card statement. These should be cleared with the president prior to submitting them to the office for reimbursement.

H. Cleaning Expectations

- a. You are expected to either pay for cleaning or take care of the setting up and cleaning after your sponsored event.
- b. Follow the cleaning schedule (checklist) given during reservation.
- c. When paying for a staff the fee is per person. Luncheons and larger private events require at least 1 wait staff.
- d. As mentioned above in Section F, no non-Jew shall be allowed in the kitchen unattended during food preparation and clean up.

I. Non-Members (including other non-profit organizations)

- a. No non-member may have open unauthorized access to the building. This includes keys, fobs, or codes being shared.
- b. Coordination must be made to enter the building with the rabbi, president, or mashgichim.
- c. Any non-member event must be approved by the rabbi.

J. Questions to the Above

Please discuss any questions or concerns you may have with Rabbi Finkelstein.