Vendor Rules & Policy

Central Synagogue is a Reform Jewish institution and, therefore, all functions and events held on its property shall be conducted in a dignified manner and in accordance with Reform Jewish traditions and customs.

Smoking & Alcohol Policy
Smoking is NOT permitted anywhere in the building at anytime. The serving of alcoholic beverages to adults is permitted in moderation. However, the sale of such beverages is strictly prohibited. Alcohol may not be served to minors at any time. There must be a licensed caterer or an adult manning the bar.

Catering/Kosher-Style Kitchen
Central Synagogue does not have an exclusive caterer. Central Synagogue must pre-approve any caterer before they may be hired to cater an event at Central Synagogue. Kashrut—we operate a Kosher-style kitchen. This means that we will not serve or prepare any food items that are considered not kosher (i.e. pork, shellfish). In addition, we require that dairy and meat items NOT be served together on the same plate or platter. All bars must have bar mats to protect the carpets, tiles and wood floors. Food preparation areas (Atrium/hallway outside kitchen) must be protected.

Requirements for All Vendors
To be approved to work at an event at Central Synagogue, all vendors must adhere to the requirements listed.

1. All vendors are required to submit a properly filled out certificate of insurance as well as a signed vendor insurance agreement.
2. LOAD-IN/LOAD-OUT: All deliveries, rentals and pick-ups must take place the same day as your event. Saturday rentals may be delivered on Friday before 2pm. All rental pick-ups need to be out the same day as your event. Please schedule timing with the Events Department.
3. Carpet and flooring should be covered/protected for load-in/ load-out.
4. No equipment may be used that requires attachment to a wall, window, or woodwork. No form of tape, nails, hooks, tacks, or similar materials may be fastened to any surfaces.
5. All rental items must be clearly labeled to show ownership.
6. Large floral arrangements need to be picked up and disposed of immediately following your event.
7. Breakage and/or loss will be charged at actual replacement cost.
8. No votives, tapers or candles of any kind. No fry or cooking stations with the exception of chafers & sternos.
9. Vendors are responsible for bringing extension cords and extra outlets.
10. Request maintenance staff assistance/instruction before using any kitchen appliance, equipment or supplies.
11. The space needs to be left in same condition as it was found:
   - Vendors must break down, sweep and mop
   - Vendors must remove their own garbage. Garbage should not be too heavy, must be tied, double bagged in correct color plastic bags & deposited in designated area.
   - Check with Maintenance Staff or Event Manager to review condition of space and return of any borrowed supplies before departure.

**Vendors that fail to follow any of the above rules may not be allowed on premises again.**

123 East 55th Street · New York, NY 10022 · (212) 838-5122 · www.centrsynagogue.org

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