

Notices for Catering at Ansche Chesed

Thank you for working with the staff of Ansche Chesed to bring this event to life. We have a few important protocols for you to follow as you use our space. It is expected that every caterer will treat the Ansche Chesed premises professionally and leave the kitchen in an immaculately clean condition. At a minimum, all caterers **must follow the instructions below, especially regarding cleaning procedures.**

Caterers new to the Ansche Chesed space must submit the following before the event:

(Any can be submitted to info@anschechesed.org or to whomever you're in contact with in the office.)

- **A \$500 deposit to the office.** This is refundable but may be used in the event that your staff is responsible for damages or the space is left dirty (Cleaning Protocols can be found below).
- Your company's updated *teudah*, **certificate of Kashrut.**
- **A Certificate of Insurance, listing Ansche Chesed as a certificate holder and as additionally insured.** Your client may also want to be included on this COI.
- **Contact information for your company and/or the individual responsible for the event being held at Ansche Chesed**
 - *If possible, please provide the name and contact information for your staff for day-of operations.*
- 1-2 weeks before the event, Ansche Chesed will reach out to ask for the menu and allergens you'll have included in the meal, if you will be providing a community Kiddush. Thank you for your cooperation.

Cleaning Protocols (after events):

- Floors must be swept and mopped (even when the floor appears clean).
- Tables and tabletops must be cleaned, with no sticky residue left on them.
- Refrigerators and other appliances must be left clean. Any items that the caterer or anyone else will return to pick up **must be marked with the party responsible for pick-up and the date to be picked up.** Items not marked or remaining after marked dates may be removed at the caterer's expense or forfeited. (See more on Pick-Up Protocols below).

- Garbage, dirt, and leaks must be swept and mopped as they occur.
- Ansche Chesed's trash cans must be left clean and empty (see Garbage Disposal protocols below).

If upon entering the kitchen, the catering staff finds conditions unsatisfactory, the catering staff must immediately notify the Ansche Chesed office or the Ansche Chesed maintenance staff to help clean up. There is always a maintenance supervisor on site for assistance.

Failure to follow these instructions may require Ansche Chesed to withhold part or all of the caterer's deposit and repeated failure may result in Ansche Chesed barring the business from operations on the premises.

Drop Off and Pick Up Protocols:

- All items must be **dropped off between 1:00 and 4:00 pm on Fridays**. Caterers will be barred from entrance before 1:00. While staff may remain in the building to continue setting up, following 4:00 pm, no items may be taken in to or out of the building. This is to ensure adherence to Shabbat laws.
 - If this becomes a challenge, please reach out to the Ansche Chesed office for further instructions.
 - This timing may be subject to change on a case-by-case basis, but the office will be in touch with your business if this applies.
- All items must be removed from the building following the end of Shabbat on Saturdays.
 - If this is not possible, please reach out to the office for more information.
- **Please be aware that our kitchen may have limited freezer or refrigerator storage space available for your use and may require you to bring in your own units.

Garbage Protocols:

- Because of New York City laws, **no trash may be left on the sidewalk of Ansche Chesed**, as trash is **only** collected on Saturday, Tuesday, and Thursday mornings.
- This means that garbage cleanup and collection is the caterer's responsibility. All garbage must be removed from the premises (**not left on the sidewalk**) following the event.
- If improper trash handling by the catering staff creates extra work for Ansche Chesed's maintenance staff, **the caterer will be charged for Ansche Chesed's staff time**.

- Additionally, if garbage is left on the sidewalk, resulting in a fine to Ansche Chesed, the caterer will be financially responsible for paying the fine.

Thank you for working with our staff to ensure the success of the associated event. If you have questions at any time, do not hesitate to contact the office, 212-865-0600 x 201. You can also email info@anschechesed.org or with whomever you're in contact.

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