

KIDDUSH / FUNCTIONS Information Sheet



**All you need to know about booking your
kiddush / simcha function at the
Perth Hebrew Congregation**



Guidelines for Catering your Kiddush or Special Event

When celebrating a bar/bat mitzvah or simcha at the PHC, the expectation is that you host the Kiddush following the service for all shule attendees and guests.

You are also welcome to host a Kiddush to celebrate any other simcha such as an aufruf, wedding or birth.

The following information sets out the steps to be followed to ensure that your function / simcha is successful:

1. Book Your Date With PHC

The first step is to book and confirm the date of your function with the PHC. Please email office@thephc.com.au to arrange this.

We recommend making your booking approximately 12 weeks in advance to avoid disappointment and secure your preferred date.

2. Catering and Supplies

Once you have secured your date, you should make catering (in-house or external catering) arrangements in accordance with the following conditions.

Please note that the PHC does not provide a catering service. All catering must be provided by **KAWA certified kosher caterers** (please see attached list) or must be done in-house in the PHC kitchen under KAWA supervision.

External Caterer

If you are hiring a caterer please ensure that you take account of the following:

- Catering must be for **120 regular attendees plus your guests** when hosting a Shabbat morning Kiddush.
- If your catering is milk or meat, please let us know in advance.
- All bread, rolls, bagels etc must be MEZZONOT.
- PHC is a NUT FREE ZONE. Please ensure that the caterer is aware of this and that none of the ingredients used contain nuts or nut derivatives.
- The caterer must deliver the food to the PHC synagogue themselves (and not via a third-party) before 4pm on the Friday or by negotiation and agreement with the KAWA supervisor. Food must not be handled by any third parties at any time, to ensure kosher certification is maintained.
- All food must be delivered ready to serve on serving trays or platters and must be covered and clearly labelled with KAWA labels.
- Only KAWA approved drinks may be used. Please see the list on the KAWA website, www.kawa.com.au/

In-House Catering

If you prefer to do the preparation and catering yourself, please notify the PHC at admin@thephc.com.au as soon as possible and take careful account of the following:

- Catering must be for **120 regular attendees plus your guests** when hosting a Shabbat morning Kiddush.
- All food prepared and served must be PAREV unless pre-arranged with the KAWA supervisor.
- All bread, rolls, bagels etc must be MEZZONOT.
- PHC is a NUT FREE ZONE. No ingredients containing nuts or nut derivatives may be brought on to the PHC premises or used in the preparation of foods.
- KAWA supervision must be organised at the time of booking the kitchen and confirmed with PHC. Arrangements must be made with KAWA for all ingredients to be checked on arrival and before use.
- No food from any other source may be brought into the PHC without prior approval and confirmation by the PHC or KAWA Supervisor.
- Payment of KAWA Shomer Fees and any other associated KAWA costs must be paid directly to KAWA by you before the function.
- Only KAWA approved drinks may be used. Please see list on the KAWA website, www.kawa.com.au.
- Times for food preparation must be booked in advance by negotiation with the PHC.
- All guidelines for use of the kitchen must be strictly adhered to including set-up, cleaning, staffing and supervision requirements.

KAWA Supervision

Lenny Zeilinger is the KAWA supervisor. Please contact him on 0410 548 859 or email lz@kawa.com.au.

Equipment, Cutlery, Crockery and Table Cloths

- The PHC has limited fridge space so if additional refrigeration is required, this must be hired and paid for by you as needed.
- If bain maries, hotboxes or any other equipment are required for the function, these should be hired and paid for by you and arrangements made for the kashering of these by KAWA as needed.
- If a piece of equipment was missing or broken when you arrived —or if something broke during usage— please inform the office immediately. Damaged items will be paid for by you.
- The PHC prefers that you provide your own table cloths. However, if you would like to use the PHC's table cloths, please confirm this arrangement in advance and return these freshly laundered within 3 days.
- All other linen, serviettes, cutlery, crockery and disposables are to be provided by you. All non-disposable cutlery and crockery must be Parev and be KAWA approved.

Staffing

- When hosting a function please ensure that you or your caterer provide and pay for, **a minimum of 2 staff members to assist with the set-up, take-down and cleaning after the function.**
- Please ensure staff are aware of the kitchen guidelines (cleaning, drying, refuse removal etc) and adhere to these.
- Please ensure that staff are aware that no food/drink/equipment belonging to the PHC may be used at the function.
- Please ensure that staff do not bring any personal food or drink into the kitchen.

Décor

- You are welcome to decorate the foyer for your function / simcha. For a kiddush, the foyer can be set-up from 1pm on Friday.
- We have typically found that 6 x 6' trestle tables (3 angled rows x 2 tables per row) is the most conducive arrangement for the comfort of congregants, and the PHC will have the tables in the foyer for you to use. If you wish to have a different table setting, please let us know.
- Upcycle Décor / the Perth Gemach can be contacted for tablecloth and décor 'hire'. Email upcycledecor@hotmail.com or call Susan Terry on 0433 918 640.

3. Cleaning & Refuse Removal

- After using the kitchen, please ensure that the kitchen, the equipment and facility used are left clean and tidy.
- All PHC equipment and utensils used should be washed, dried and replaced where they were found after usage. Please do not leave equipment and utensils in the drying rack or on the benches.
- All surfaces and equipment / machinery should be wiped and left clean.
- All bins are to be emptied, and the bags tied off and placed in the large general rubbish bin in the carpark. Please do not leave rubbish in the kitchen bins or in the bins at the entrance to the shule.
- Please put dirty dish towels and washing cloths in the linen basket provided.
- Any decorations must be removed and any larger / obvious rubbish picked up from the floor.
- If using the foyer for a Shabbat dinner, the foyer must be cleaned and set at the end of the evening for the Saturday morning Kiddush. The standard Kiddush setting is four tables left in the foyer and all other tables and chairs put away behind the mechitza (downstairs ladies section behind screen).
- If using the foyer for a Kiddush, the clean, empty tables may be left in the foyer at the end of the function.

Fees and Charges for the Hire of the Korsunsky Foyer
Please see Services Fee Policy Schedule for details and terms.

There is no charge for PHC full members who are paid up to date.

All other fees and hire charges as per the ***Services Fee Policy Schedule*** are to **be paid in full, ten or more working days prior to your simcha / function**. Payment can be made by credit card or by direct debit / EFT Direct Deposit to:

Perth Hebrew Congregation Inc
BSB 306-089
Acct 0298243

Important

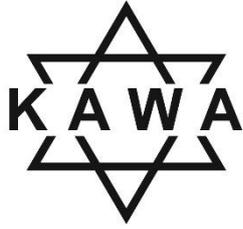
- Please do not touch any of the light switches
- Ensure that you exit the building by 11.00pm for security reasons
- Ensure all doors and gates are securely closed and locked behind you
- You are responsible for any breakages or damage to PHC property and for cleaning over and above 'usual' cleaning
- Scotch or kosher wine can be served if you choose. If you bring whisky please give it to Rabbi or PHC staff rather than leaving it in the kitchen
- Please note: All ingredients, foods and drinks in the cupboards, on the shelves or in the fridge or freezer belong to the PHC and may not be used, eaten or removed without prior arrangement with the PHC

By booking a kiddush or function with the PHC, you agree to all the Terms and Conditions specified herein.

THE PHC RESERVES THE RIGHT TO MAKE CHANGES TO ANY PRICES OR COSTS IN THIS SCHEDULE AT ANYTIME.

Contact Us

Contact us on 9271-0539 or admin@thephc.com.au to book a date and discuss your Kiddush/Function requirements based on the above information.



הועד לעניני כשרות
באוסטרליה המערבית

KAWA Approved Kosher Caterers & Providers

Aviv Catering

61 Woodrow Avenue
YOKINE WA 6060

Contact: Peter Simpson

Phone: 9276 6030

E-Mail: avivcatering@hotmail.com

Yofis Catering

Shop 3, 31 Pimlott Street
DIANELLA WA 6059

Contact: Allan and Maureen Weiner

Phone: 9375-3882

E-mail: yofis@iinet.net.au

Café 61

Website www.cafe61onwoodrow.com

Call: 0401013777