

Details for Hosting an Oneg or Large Event

(Important: Remember to turn off the lights & lock the front door on your way out –see below)

FOOD & DRINK NEEDED: (approximate – depends upon the number of people expected):

- Juice -- 5 - 6 litres (3 bottles)
- Challahs – 1-2
- Optional -- bagels, cheeses, hummus, pita, crackers, vegetables, fruit, cookies/treats

Note: we only have dairy/parve/vegetarian for official Temple events such as kiddushim.

*No peanuts or peanut-containing products please, due to people in our congregation with allergies.

SUPPLIES NEEDED:

- dish towels, table cloths -- to avoid returning them laundered the following week
- cups, plates, utensils, napkins — if you do not wish to wash the reusable ones

*****Please use either reusable or compostable plates, cups, cutlery, and napkins to minimize waste.***

LOCATION OF KITCHEN ITEMS:

***Only use items from drawers & cupboards marked “Temple Shalom” and bottom 2 shelves of fridge.**

- Kiddush cup, challah cover, challah plate – top drawer under pass-through window
- paper for listing dish ingredients and name tags -- top drawer under pass-through window
- glass plates & bowls -- upper large cabinet to left of both stoves
- serving platters, cutting boards -- lower slotted unit next to refrigerator
- knives & utensils -- drawer between stoves
- tablecloths – lower cabinet left of stove (wipe off plastic ones, take home & wash fabric ones)
- napkins – cabinet above stove on the left
- coffee/tea/sugar – cabinet between stoves
- dish towels – top drawer beside sink (if used, take home to wash & return back)
- table decorations -- bottom cupboard under small sink
- broom, garbage bags, paper towels - custodial hall closet across from kitchen
- organic waste box with compostable bags & blue boxes – under side kitchen counter

SET UP:

- Oneg begins at about noon.
- 2 large tables set up against long wall (see note about tablecloth above).
- Pour some juice into small cups & put out extra empty cups.
- Place sliced challah on trays.
- ****Please consider putting out and using recycling & organic garbage boxes** (line cardboard “organic garbage box” with bag provided or bring your own from home –yard bags also work well!)

CLEAN UP: (this is most important to do thoroughly in this shared space):

- Clean up any spills in kitchen and community room.
- Sweep floor in kitchen and community room (broom in custodial closet).
- Wash, dry & return any kitchenware used to its correct location (Don't leave in sink or rack!).
- Take or give away any leftover perishable food. If you leave food for the following weeks Oneg, please attach a note with a suitable throw-away date (in case the food does not get used).
- All waste is to be sorted: organic waste, recyclables & garbage.
- If there is more than half a bag of garbage, you have two options: to bring it home, or to pay for it to be removed.
- In the event there is excess garbage the cleaners will dispose of it on Tuesdays at a cost of \$120/pick up. The garbage should be put outside into the small room beside the exit door next to the kitchen.

CLOSE UP:

- Turn out all lights throughout the building (remember the bathrooms!).
- Check to make sure doors to outside in the community room & beside kitchen are shut fully (***make sure to do a push test to make sure door locks are actually latched***).
- Lock the Temple front door. **Note: You don't need a key to lock up (just use allen key)!**
- Wash, dry, and return to the correct cupboards/drawers any kitchenware that was used.

Remember, your expenses for hosting a Kiddush are tax-deductible charitable expenses. Submit your receipts to treasurer@templeshalom.ca to get a tax receipt.

We very much appreciate your undertaking!