

## CATERING BILLING INFORMATION

1. **Client Billing Description.** The only fee that may be directly billed as a KVH Kashrus Fee to the client is the “Kosher Certified Event Fee” as listed in this document, or as invoiced. Any additional costs/fees a caterer wishes to pass along to the consumer, should be billed under another name, such as “Kosher overhead costs’ ’ etc. The words: Kashrus, Kashruth or Kashrut may not be used.
2. **Timely payment.** Event Fees will be billed as due within 14 days of receipt. Failure to pay within this time frame, or at least attempting to arrange a payment plan may result in our inability to send a Mashgiach, until all accounts are paid. This does not constitute an allowance to operate without a Mashgiach, which is in violation of Kashrus regulations and may lead to termination of certification.
3. **Additional Personnel.** Should it be determined that more than one Mashgiach is necessary all fees will be multiplied by the number of Mashgichim needed.
4. **Travel Time & Travel Expenses & Accommodations.**
  - a. All events will be billed for mileage when exceeding 10 miles from the mashgiach’s starting point.
  - b. Travel expenses will be billed at the IRS rate, currently, 70 cents per mile. As travel expenses continue to rise, the rate will likely increase.
  - c. Travel Time will be billed at the regular event rates
  - d. If an event ends after 12am and requires the assigned mashgiach to travel a distance greater than 30 miles, hotel accommodations must be provided. If accommodations are not provided, KVH Kosher will bill for accommodations.
  - e. When accommodations are required, the accommodations must be available at least one hour before the Mashgiach starts working, and checkout must be available after the event is complete. For Shabbos (Friday afternoon/evening & Saturday) this will require a 2-night booking.
5. **Shabbos (Friday afternoon/evening & Saturday)**
  - a. All Shabbos Events, private accommodations must be provided unless a local mashgiach can be sourced. Private accommodations require a private entrance, bedroom, and bathroom.
  - b. Shabbos walking time will be billed for events for which the Mashgiach is required to walk more than 0.5 miles.

- c. For events held at sites outside the Greater Boston Eruv (or approved equivalent), accommodations must be provided within half a mile from the event site so as to avoid any questions of Techum Shabbos (the distance one is allowed to walk on Shabbos outside of domicile limits).
  - d. Shabbos Event in Hotel - the Mashgiach must be provided accommodations in the same Hotel in which food service is occurring. If additional Mashgichim are required by KVH, each Mashgiach must be provided his own hotel room.
  - e. Shabbos (Friday afternoon/evening & Saturday) events requiring hotel accommodations, require a 2 night minimum.
6. When accommodations are required, the accommodations must be available at least one hour before the Mashgiach starts working, and checkout cannot be until after Shabbos. Usually, this will require a 2-night booking.
  7. Scheduling a Mashgiach for weekday events - we strongly encourage that a Mashgiach is requested 3hr prior to the start of the event, and should generally be expected to remain on site at least 1 hr after the event.

#### **KOSHER CERTIFIED EVENT FEE SCHEDULE**

- Events that occur during standard operating hours defined as 7AM – 11PM.
- Events beginning or ending outside of standard hours may have higher hourly fees.

Minimum Fee Incl 5 Hr: \$275.00

Additional Hours \$55.00/hr

Kashering minimum \$195

Additional Kashering Hours \$65/hr

- Notification for events is required at least 30 days prior to the event, with the exception of a Bris Celebration, on the following schedule:
  - Events between the 1st-14th of any month must be submitted by the 1st of the month prior.
  - Events between the 15th-31st of any month must be submitted by the 15th of the month prior.

A late registration fee will be assessed for events reported with less than 15 days notice as follows:

- 15-7 day notice \$75
- 7-2 day notice (except a bris) \$100
- Within 24hr: \$200

Shabbos Fee per meal/ event (does not include accommodations) \$100.00