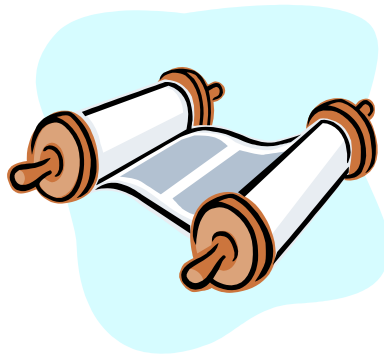


HOSTING A
BAR OR BAT MITZVAH
AT
BETH HAVERIM SHIR SHALOM



Welcome!

Hosting an Oneg Shabbat for a bar or bat mitzvah can seem like an overwhelming experience in addition to all the other responsibilities you have. It can be very simple if you have the information at your fingertips. That is what this handbook hopes to accomplish so that you may enjoy this joyous time.

Our office will call to discuss with you the number of guests you may be having at your Oneg and basic Kiddush (provided at the \$180.00 Oneg/Kiddush fee) at least 30 days prior your bar/bat mitzvah date! *Additional arrangements, such as Shabbat dinner, Saturday morning pre-service breakfast, extended Kiddush or full service bar/bat mitzvah reception, must be made between the family and a member of the Beth Haverim panel of caterers.* The office, however, must be notified of your plans prior to signing a catering contract. **Room reservations are made on a first-come, first-served basis and must be reserved prior to finalizing plans with the caterer. ****

****Only caterers on the panel can be used for your events.**
(Please call the temple office if your are in need of kosher/glatt kosher catering)

Friday Night Service

The temple, for a fee of \$180.00, will provide the basic Friday night Oneg Shabbat as well as the basic Saturday morning Kiddush items. *(Please see Saturday Morning Service below).* The Oneg Shabbat will include various cookies, cakes, Danishes, and an option of a having a cake, large cookie cake, or large brownie cake marking the occasion with the name of the bar or bat mitzvah child on it. The cake can be ordered according to your choice.

The temple will also provide the challah, Manischewitz wine, grape juice, wine cups, tablecloths, soda, coffee, tea, sugar, milk, doilies, trays, napkins, cups, pitchers, spoons, stirrers, and sweeteners, which are all available in our kitchen. If you have any special requests, please notify the office at 201-512-1983. Your Oneg will be set up for you. All you have to do is walk in and enjoy the service!

Saturday Morning Service

The temple will provide the ceremonial challah, wine, and juice for the Saturday morning service, as well as set up and clean up for these items only. These are included in the \$180.00 Oneg/Kiddush fee. **Any other Kiddush arrangements are the responsibility of the family and must be made with a member of our catering panel (see choices below).**

Additional Options

(The following refer to only items not included in your \$180.00 basic Oneg fee, should you wish to do more than the basic Saturday morning Kiddush.)

Families can choose to have a Shabbat dinner, pre-Saturday morning service breakfast, extended Kiddush, or a full service bar/bat mitzvah party in our social hall. The social hall, however, must be reserved through the office. *We suggest these reservations be made as soon as you decide on a venue for your event.* This will prevent any conflicts since numbers necessitate having more double bar/bat mitzvah services in the future. Reservations are on a first to deposit basis. There is a contract for the room reservation that the office will give you. The cost of using the room for the above is listed below. The rental fees include clean-up by our maintenance contractor. Additionally, a security deposit of \$250.00 is required for all catered events.

-Pre-Shabbat Dinner	\$125.00
-Pre-Saturday Morning Breakfast	\$125.00
-Extended Kiddush	\$250.00
-Sit-Down Luncheon	\$500.00
-Bar/Bat Mitzvah	\$500.00

Please note if you reserve our social hall for an extended Kiddush/luncheon or bar/bat mitzvah and you decide to also reserve the room for a Shabbat dinner or Saturday morning pre-service breakfast, the room fee for either of those two would then become \$75.00 (half of the fee).

- There is no food or drink permitted in the sanctuary-

Beth Haverim Shir Shalom's Panel of Caterers

A four (4) member panel of caterers has been selected. These caterers provide a variety of services at a range that will allow you to have the type of event that you desire. All of the caterers are knowledgeable about our kashrut rules.

Kashrut Rules- the following resolution was adopted by the temple Board and applies to all catering inside and on the temple grounds as of July 1, 2000:

It shall be the policy of Beth Haverim Shir Shalom that all food served on temple grounds and premises shall be in accordance with biblical principals of kashrut. This means that no prohibited foods may be served, and that milk and meat will not be served at the same meal.

Please be aware that the fees and/or per person charge are negotiated **between you and the caterer**. A four (4) member panel has been selected in order to provide you with a wide range of food, services and fees to meet you needs appropriately. Below is the listing of the four (4) member panel:

Buono Bagels
Ramsey Gourmet (Bagel Boys)
The Market Basket
Rosebud Caterers

The caterer list with contact people, addresses, and phone numbers as well as the room reservation contract can be obtained from the temple office.

Flowers/Food Baskets

Floral arrangements or bimah baskets for the temple should be ordered and delivered by Friday morning. One arrangement is placed in front of the rabbi's lectern and a second one can be placed in front of the cantor's lectern. As an alternative to flowers, the temple will put together a variety of different baskets to place on the bimah on your special day instead of a flower arrangement. The contents of the baskets will be donated to the Center for Food Action in Mahwah, the Animal Shelter of Oakland, or Jewish Family Services of Rockland.

BASKET SIZES AND COSTS

COST PER BASKET:	\$125.00 each
COST PER TABLE TOP BASKET:	\$ 18.00 (for use at your extended Kiddush)

VIDEO SERVICES

Beth Haverim Shir Shalom is proud to have available to our B'nai Mitzvah families the option of having their child's Bar/Bat mitzvah service video taped (DVD) on their big day.

Video camera equipment was installed in our Sanctuary in 2006. There are a total of three cameras that are out of sight, but are able to capture the very essence of this important occasion remotely. Having these cameras installed enable us to eliminate the presence of the actual equipment and lights that have often been intrusive to the Rabbi and Cantor during the service. The company we chose to work with, "M & M Video, Inc", has been in business for many years and has come to us with a great many recommendations.

Please note that although this service is completely optional and is a choice, you may only use our video service as opposed to hiring your own company to video the service in our Sanctuary on that day.

FEES

\$360.00/1 DVD (STANDARD PACKAGE)

\$460.00/4 DVD'S (GRANDPARENTS PACKAGE)

\$50.00/1 EXTRA DVD RECORDING

We hope that the video of your child's service will be a treasured memory for many years to come.

In Closing

We hope this handbook answers the most relevant questions regarding the Oneg Shabbat prior to and the catering options on the day of your child's bar/bat mitzvah. We wish you and your family a hearty Mazel Tov at this wonderful time.

BETH HAVERIM SHIR SHALOM'S PANEL OF CATERERS

The following is the list of the four (4) caterers who have committed to us through 12/31/09. This group should be able to provide a variety of services and styles to fit your particular needs and budget. It is your responsibility to find the one caterer who will fit your particular needs as to cost and services provided. Each caterer is aware of our kashrut rules.

<u>Caterers</u>	<u>Contracts</u>	<u>Phone #</u>
Buono Bagels	Fred Greenberg	201-825-2500
Ramsey Gourmet	Roberta Slow	201-825-4141
The Market Basket	Laurie Preefer	201-891-2000
Rosebud Caterers	Stuart Appelbaum	845-268-9673