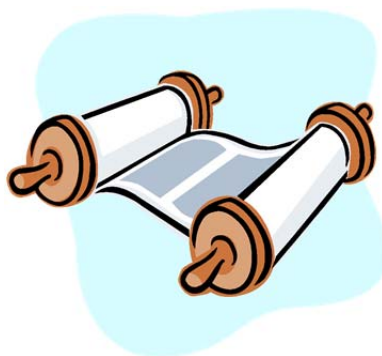


*HOSTING A
BAR OR BAT MITZVAH
AT
BETH HAVERIM SHIR SHALOM*



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 \$250.00 Oneg/Kiddush fee) at least 30 days prior your Bat/Bat Mitzvah date!

Additional arrangements, such as Shabbat dinner, Extended Kiddush or full service Bar/Bat Mitzvah reception, must be made between the family and a member of the Beth Haverim Shir Shalom Panel of Caterers. The office, however, must be notified of your plans prior to signing a catering contract.

Social Hall reservations are made on a first-come, first-to deposit basis.

****Only caterers on the panel can be used for your events****
(Please call the synagogue office if you are in need of Kosher/Glatt Kosher Catering)

Friday Night Service

The synagogue will provide the basic Friday night Oneg Shabbat as well as the basic Saturday morning Kiddush items. (*Please see Saturday Morning Service below*). *These are included in the Oneg/Kiddush fee.* The Oneg Shabbat will include various cookies, cakes, danish and an option of having a 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, 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 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 on the following page).

Additional Options

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

Families can choose to have a Shabbat Dinner, Extended Kiddush, or a full service Bar/Bat Mitzvah party in our social hall or in our beautiful newly constructed building named “The Ulam” (please note, “The Ulam” can seat approximately 50- 60 people). The social hall & The Ulam, 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, for both spaces.** 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.

<u>Social Hall</u>		<u>The Ulam</u>	
~Pre-Shabbat Dinner	\$250.00	~Pre –Shabbat Dinner	\$250.00
~Extended Kiddush	\$500.00	~Extended Kiddush	\$400.00
~Sit-Down Luncheon	\$1000.00		
~Bar/Bat Mitzvah Party	\$1000.00		

~There is no food or drink permitted in the Sanctuary~

Beth Haverim Shir Shalom's Panel of Caterers

A five (5) 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 five (5) member panel has been selected in order to provide you with a wide range of food, services and fees to meet your needs appropriately. Below is the listing of the five (5) member panel:

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

The caterer list with contact information and phone numbers is on the following page. For a room reservation and contract please call the temple office directly.

BETH HAVERIM SHIR SHALOM'S
PANEL OF CATERERS

The following is the list of the five (5) caterers who have committed to us through 12/31/18. 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>Contacts</u>	<u>Phone #s</u>
Buono Bagels	Anthony Kim	201-825-2500
Ramsey Gourmet	Stacey Royal	201-825-4141
The Market Basket	Jackie Trowbridge	201-891-2000
Rosebud Caterers	Stuart Appelbaum	845-268-9673
Encore Catering	Karen Epstein	973-515-8000

Food baskets/Flowers

Bima baskets or floral arrangements for the sanctuary 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 synagogue will put together a variety of different baskets to place on the Bima 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 Ramapo-Bergen Animal Refuge, Inc. in Oakland or Jewish Family Services of Rockland.

Basket sizes and costs

COST PER BASKET:	\$125.00 each
COST PER TABLE TOP BASKET:	\$ 18.00 (Extended Kiddush)

Video Services

Beth Haverim Shir Shalom has available to our b'nei mitzvah families the option of having their child's bar/bat mitzvah service videotaped (DVD) on their big day.

We have three cameras permanently installed that will 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 have chosen to work with 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 your choice, **you may only use our video service** as opposed to hiring your own company to record the service in our sanctuary on that day.

We are proud to announce that as of September 2014 we are able to offer LIVE STREAMING as another package to choose from. For those families whose extended family may not be able to join them on that special day this is the next best thing! You will be given a password-protected code for your viewing on that day and the live stream will be available for one year of viewing thereafter. Please note that live streaming and the DVD is one complete package and cannot be purchased separately. The fee for this service \$460.00. For more information please contact the Temple office.

Videotaping Fees:

\$360.00/1 DVD (standard package)

\$460.00/4 DVDs (grandparents' package)

\$460.00 (live streaming plus 1 DVD)

\$50.00/1 extra DVD recording

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