



## TABLE OF CONTENTS

Letter from Board of Directors .....	3
Introduction .....	4
Life Cycle Event Fee Schedule.....	5
B'nai Mitzvah Fee Schedule .....	6
Timetable for your event & approved bakeries .....	7 & 8
Materials provided .....	9
Tablecloth ordering information .....	10
Food preparation .....	11 & 12
Deliveries and clean up.....	13
Social hall and facility rules.....	14
Sanctuary and Ritual questions.....	15
Responsibilities of ushers .....	16
B'nai Mitzvah Kiddush luncheon catering information .....	17
Synagogue Sponsored kiddush luncheons.....	18
Bar/Bat Mitzvah sponsored kiddush floor plan "A".....	19
Bar/Bat Mitzvah sponsored kiddush floor plan "B" .....	20
Bar/Bat Mitzvah sponsored kiddush floor plan "C" .....	21
Bar/Bat Mitzvah sponsored kiddush floor plan "D".....	22

# Beth Shalom Synagogue

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5827 North Trenholm Road \* Columbia, SC 29206 \* (803) 782-2500

Shalom!

Beth Shalom Synagogue is pleased to share in your family's simcha. The enclosed information is designed to help you in planning the service, the meals, the Oneg Shabbat, and/or kiddush luncheon associated with your celebratory event. We know you'll have lots of questions, and we hope this will answer many of them. The office staff is here to answer any others that are not covered in the enclosed materials.

The guidelines have been established so that you and the synagogue staff can work together in making your event run smoothly. In this pamphlet, you will find the schedule of fees, guidelines for the use of the kitchen, what services and materials the Synagogue staff provides, and a timetable of events to follow in planning the weekend. These guidelines, fees, and services included preclude any other arrangements that may have been in effect when you reserved the date on the synagogue calendar. There have not been any major changes to cause you any inconvenience.

If you have any questions that are not answered or if you need to request any special consideration of the guideline or fees, please notify the office staff as soon as possible. We are here to make things easier for you.

***Beth Shalom Synagogue  
Board of Directors***

## INTRODUCTION

### **So, You're Planning a Simcha...**

Beth Shalom Synagogue has put together this packet in an effort to ease the planning of your simcha. There are so many details to be attended, and that final month can be very stressful.

\*Please note: Any presentation and/or donation being made to the synagogue must be cleared in advance, through the Gifts & Donations Chairperson, before they can be accepted.

\*The facilities at Beth Shalom Synagogue are available to all our members. Because of that, each member who uses the kitchen and social hall has the responsibility of maintaining the ritual (Kashrut) and physical cleanliness of the areas that we may continue to enjoy the use of them.

\*Please be aware that Friday evening and Saturday morning services are open for everyone. This includes Oneg Shabbat and Kiddush luncheon. (This means everyone is invited, whether or not they have received an invitation).

\*Please read each section of this packet carefully. We have tried to make it as user-friendly as possible, considering the large amount of information it contains.

We feel that if you follow the guidelines listed herein, you'll find the hospitality portion of your simcha will be a more stress-free experience for everyone.

As always, the office staff is available to answer any questions.

Mazel Tov!

# **LIFE CYCLE EVENTS INCLUDING:**

*BRIT, BABY-NAMING, PIDYON-HABEN, B'NAI MITZVAH, AUF RUF, WEDDINGS, LUNCHEONS AND OTHER RECEPTIONS INCLUDING HONORS i.e. BIRTHDAYS AND ANNIVERSARIES*

## **SCHEDULE OF FEES (CATERED EVENTS)**

### **A. USE OF FACILITIES FEES (Sanctuary, Chapel, Kitchen & Social Hall)**

- |   |          |
|---|----------|
| 1. Brit, baby-naming, Pidyon-Haben, aufruf, weddings,<br>luncheon & receptions* | \$150.00 |
| 2. Honors such as birthday, anniversary*  | \$50.00  |

### **B. CUSTODIAL FEE**

Payable to Beth Shalom Synagogue \$75.00

\*Event occurring during regular Shabbat Kiddush with use of private caterer. Food must be prepared for a minimum of 75 people.

### **C. PRIVATE PARTIES**

(Non-religious functions) \$300.00

Subject to regulations of the synagogue and approval of catering arrangements.

## SCHEDULE OF B'NAI MITZVAH FEES (MEMBERS) \*

### BAR/BAT MITZVAH FEES:

A. B'nai Mitzvah preparation fee \$540.00

### B. USE OF FACILITIES (Kitchen & Social Hall) FEE:

*Payable to Beth Shalom Synagogue*

Friday Evening Oneg Shabbat and/or \*\$350.00

Saturday Morning Kiddush Luncheon

*(Outside catered event with approval of the Rabbi and Board of Directors)*

*\*This fee is waived if using the Bar/Bat Mitzvah Sponsored Kiddush.*

### Additional fees for affairs in conjunction with Bar/Bat Mitzvah

Friday evening dinner before or after services \$175.00

Saturday evening dinner or party \$175.00

Sunday morning brunch \$175.00

### C. CUSTODIAL FEE

*Payable to Beth Shalom Synagogue*

Normal custodial duties during Bar/t Mitzvah event \*\$75.00

*\*This fee is waived if using the Bar/Bat Mitzvah Sponsored Kiddush.*

#### Additional hours:

The \$75.00 custodial fee paid to the synagogue is for the extra time it takes for our custodian to set up and clean up after a Bar/t Mitzvah. If you will need additional help from the custodian (beyond the limited duties explained in the Schedule of Services & Materials Provided, p. 8), please let the office staff know at least five days in advance. Any extra work done by the custodian will be billed at \$20.00/hour.

### D. SECURITY

\$140.00

A uniformed police officer must be present during the Bar/t Mitzvah service held on Saturday.

Forest Acres Police Department officers can sign up to provide security for events held at Beth Shalom. They would need to be present for four hours (9:30 am – 1:30 pm) for a total of \$120, which the family is responsible for. You would pay this to the Beth Shalom office and we in turn pay the officer on duty for that day's event.

If you expect a large crowd to attend during the Friday evening services, you may also request an officer be present for that service as well. The extra fee would be paid by the B'nai Mitzvah family. There is a three hour minimum charge at \$35 per hour (rate increase effective 1/1/2019.)

## **E. TABLECLOTHS \*\* NO RENTAL AVAILABLE \*\***

All tablecloth rentals must be done outside this facility either through your caterer or a linen service (Crystal Linen Service, Celebrations Party Rentals, Palmetto Party Rentals, or BJ's Table Linen Services are a few suggestions.) Beth Shalom Synagogue does not rent tablecloths and/or napkins - linen or cloth. **Parents are responsible for table decorations, preparing, and trayng the desserts by Friday afternoon. Tablecloths must be provided by the family.** (See page 10 for table dimensions and tablecloth ordering information.) The family is responsible for putting the tablecloths on the tables unless arranged with private caterer.

## **TIMETABLE FOR YOUR EVENT**

1. As soon as possible, inform the synagogue office of the date you want to schedule the life cycle event. For Bar/Bat Mitzvah, they will confirm the date for Friday evening and Saturday morning on the synagogue calendar. If there is a possibility you will need the social hall on Saturday evening, please indicate this at the same time.
2. Four months prior to the event reconfirm with the synagogue office the dates and times you will be using the kitchen and social hall, including a final decision on Saturday night event.
3. One month prior to event, you and your caterer meet with the Rabbi to discuss the menu and review the list of ingredients that you plan to use in preparing for the affair. **The Rabbi must approve all caterers before they are contracted.** If there are any questions or concerns, this is a good time to discuss them with Rabbi or office staff.
4. The hiring of an approved masghiach is necessary if the caterer does not meet the Rabbi's standards. You are responsible for contacting and paying the masghiach.
5. **Two weeks prior to event, payment in full is due for all usage and custodial fees unless prior arrangements for payment have been made with the office staff.**
6. The week of the event, the kitchen is reserved for the Bar/Bat Mitzvah family and caterer's use. The kitchen is available during regular office hours Monday through Thursday 9 a.m. - 5p.m. and Friday 9 a.m.-3 p.m., unless other arrangements have been made. No food preparations or deliveries are allowed after 3 p.m. on Fridays, or during the Sabbath.
7. **Ten days prior, final count and payment in full if using Bar/Bat Mitzvah sponsored Kiddush.**
8. **1-2 Weeks prior to the event give a diagram of the table arrangements for each affair (Friday p.m., Sat. a.m. and Sat. p.m. if applicable) to the office manager.**
9. Friday morning, wrap all silver trays that you'll need with plastic wrap and arrange your baked items for both Friday Oneg Shabbat and the Kiddush luncheon.
10. All preparation (which includes cooking) must conclude by 4:00 p.m. Friday and all deliveries must be complete. Note: If a Jewish holiday/festival precedes the Bar/T Mitzvah, cooking cannot be done on the festival.
11. After the Oneg, your caterer may rearrange any sweet trays for Saturday. (The custodian must lock and secure the building by 11:00 p.m.)

12. After the luncheon on Saturday, package all leftovers and refrigerate. You may choose to take home or donate leftovers after the Sabbath, but please be careful not to take any food belonging to the synagogue when you do so.
13. Restore kitchen, dishwasher area, and social hall to original order.
14. Return keys for kitchen and synagogue to the synagogue office on Monday morning following the event.
15. Remove all leftover food, decorations, and flowers after Sabbath is over, or no later than Monday morning following event.

**PLEASE NOTE:** Any questions pertaining to the religious service, tutoring sessions, and rehearsals should be directed to the Education Director and Rabbi.

**\*APPROVED CATERERS:** The caterers listed below have been approved by the Rabbi. Approved caterers may not work independently in the kitchen. You need an independent mashgiach unless you use our in-house caterers.

Larisa Aginskaya

Dena Gelman (baked goods)

Classic Catering (Jamine Santiago)

Gourmet Rose Catering (Rose Mary Naccash)

**\*ATTENTION CATERERS: \$100.00 fully refundable security deposit is required before the keys can be issued to you. The office staff will return this deposit to you upon inspection of the kitchen. This is to ensure the kitchen is returned to the condition it was prior to the catered event.**

**APPROVED MASHGIACHS:** If you are using someone to cater your meal that is not familiar with our facilities and the laws of kashrut, you **must** have a mashgiach in the kitchen at all times with that caterer. You are responsible for contracting with and paying the mashgiach. Call the office staff before you hire your caterer and mashgiach. The Rabbi must approve the mashgiach.

**Approved mashgiachs are:**

Heidi Lovit

Ronnie Firetag

Larisa Aginskaya

**APPROVED BAKERIES:**

**Sam's Club Bakery** .....790-1580

**Please note: Chocolate Nirvana Bakery has moved to a new location and is no longer an approved bakery. Therefore, their Godiva cakes, or other baked goods, are NOT kosher and cannot be brought into Beth Shalom.**



## **SCHEDULE OF SERVICES & MATERIALS PROVIDED**

### **A. The usage fees which you pay to Beth Shalom entitle you to the following:**

1. The use of the dairy or meat kitchen for food preparation for the week of the event. Please see the synagogue office personnel for keys and security instructions prior to the event.
2. Additional baking days are available, but must be arranged for in advance in order to avoid conflicts. Contact the office staff regarding the calendar. Anything baked ahead must be stored at home. You must provide your own aluminum foil and containers.
3. Freezer and refrigerator storage space one week prior to event.
4. The use of all dishes, serving dishes, silver trays, coffee urns, decorative mirrors, and silverware during the Oneg Shabbat and Kiddush luncheon.
5. A reasonable amount of plastic wrap and aluminum foil to cover the silver trays.
6. Garbage bags, dishwasher powder, liquid detergent.
7. **Four (4) hours of service by the custodial service on Saturday morning.\***

### **B. ITEMS YOU MUST PROVIDE:**

Doilies for the trays.  
Colored paper napkins (if desired).  
Zip Lock Bags (gal. size), disposable aluminum trays, and boxes for leftovers.

### **C. SERVICES PROVIDED IN THE CUSTODIAL FEE (\*) TO BETH SHALOM SYNAGOGUE:**

1. Custodian will set up tables and chairs as outlined on kiddush setup A, B, C or D that you have chosen.
2. Custodian will check both restrooms for any dishes, cups or litter.
3. Custodian will return all books to pews and throw out any printed programs left in the sanctuary.
4. Custodian will dispose of garbage after Oneg Shabbat and kiddush luncheon.
5. Custodian will sweep and mop floors in the social hall and kitchen.
6. Custodian will lock and secure the building after each event. (If this is after 11:00 p.m. Friday or after 4:30 p.m. Saturday, there will be overtime charges.)
7. You may contract the custodian for additional cleanup duties.

(\*) Custodial services for Shabbat Dinner; Saturday evening, and/or Sunday morning events are not included but can be contracted directly with the custodian.

**D. Services you must provide:**

1. Clean up of all pots, pans, and kitchen each cooking day.
2. Clean up of kitchen, dishwasher area and social hall to include mopping the floors during the week, if needed.
3. Remove tablecloths from tables and place in large trash bags (or bags provided by rental company) and remove any decorations and/or centerpieces.

**E. GENERAL INVENTORY THAT IS AVAILABLE:**

4 Each – Six-foot rectangle tables (Seats 8)  
20 Each – Eight-foot rectangle tables (Seats 10)  
10 Each - 72 Inch round tables (Seats 10)  
3 Each - 60 Inch round table (Seats 8)  
300 Chairs  
Round, oval and square silver trays  
Various shapes and sized mirrors  
Baking pans for muffins and cakes and cookie sheets  
Trifle bowls  
Various sizes and styles of baskets  
Silver punch bowl

**F. TABLE DIMENSIONS AND TABLECLOTH ORDERING INFORMATION:**

**\*8-Foot long table dimensions:** 96” Long x 30” Wide

Floor length tablecloths: order 88x154

Half-length tablecloths: order 54x120 (leaves a 12-inch drop)

**\*6-Foot long table dimensions:** 72” Long x 30” Wide

Floor length tablecloths: order 88x130

Half-length tablecloths: order 54x96 (leaves a 12-inch drop)

**\*72-Inch Round tables:**

Floor length tablecloths: order 130” Round

Half-length tablecloths: order 96” Round (leaves a 12-inch drop)

**\*60-Inch Round tables:**

Floor length tablecloths: order 118” Round

Half-length tablecloths: order 84” Round (leaves a 12-inch drop)

\* All tables are 29” in height. The tablecloth sizes listed are approximate.

**Helpful hint:** Order half-length tablecloths for any table that will be used for seating and floor length tablecloths for drink, dessert, buffet and display tables.

## FOOD PREPARATION

### A. KITCHEN USE

#### **PLEASE READ RULES SO KITCHEN CAN BE KEPT CLEAN AND KOSHER.**

1. All persons using the kitchen must obey the laws of kashrut. We will be happy to review them with you.
2. All caterers and their staff must complete a course with the Rabbi to stress the importance of separating the two kitchens, and explain where to look, and tell if ingredients are acceptable. The Rabbi must approve them before you can contract them for catering any event in the Synagogue.
3. You are encouraged to bake in the synagogue. You must schedule with the synagogue office at least one week in advance to reserve the kitchen to avoid any conflicts. You must provide your own disposable aluminum foil container for storing baked items. Baked items can be stored in the synagogue freezer during the week prior to your scheduled event. Please label them with your name and the date of the affair.

#### **THE SYNAGOGUE WILL NOT BE HELD RESPONSIBLE FOR ANY ITEMS LEFT IN THE KITCHEN, REFRIGERATOR, OR FREEZER.**

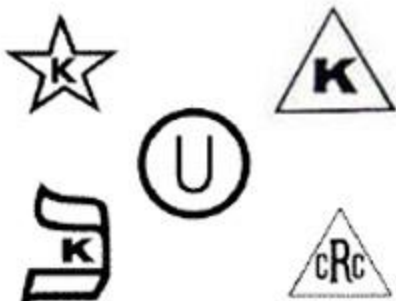
4. Cooking in the kitchen is restricted to those hours that the synagogue office is open, unless special arrangements have been made with the synagogue office staff.
5. **Only kosher desserts, sweets, cakes, and cookies may be baked at home and brought into the synagogue, and only by those who have taken the Kashrut Class and are, therefore, approved to do so.**
6. **All cheeses must be marked as kosher (in original manufacturer's package.) All whole fruits must be cut or sliced in the synagogue kitchen.**
7. No foods cooked or prepared in any other facility or location will be permitted in the synagogue or kitchen (except as provided in #5 above.)
8. No pots, pans, dishes, utensils, electric appliances can be removed from the kitchen.
9. No pots, pans, dishes, utensils, electric appliances from outside the kitchen can be brought from your home into the synagogue kitchen, except those that have been specifically set aside as specified in the kashrut class pledge.
10. Nothing can be moved from the meat kitchen to the dairy kitchen.
11. Preparation will be limited to one kitchen or the other, depending upon whether the meal is meat or dairy. Stoves, ovens, refrigerators and freezers of the other kitchen will not be available for use or storage, except for the storage of unopened soft drinks and wine.
12. All synagogue trays (silver and stainless) must be wrapped with plastic wrap before putting any cake or food on them. After using them, the trays must be unwrapped and cleaned. (Not polished) The trays must be properly placed in silver closet and secured after their use.

13. You are responsible for the clean up of the synagogue kitchen after you are finished using it at the end of each day. This includes sweeping the floors, and mopping. (Please refer to "Schedule of Services & Materials Provided" concerning what custodial services are provided for Bar/Bat Mitzvah)
14. Use of sterno can only be used for Friday night dinner. Sterno must be lit prior to sundown. No sterno will be allowed on Saturday morning.

**B. ITEMS, WHICH ARE APPROVED FOR USE IN THE KITCHEN:**

*(When in doubt, check with the Rabbi or the office staff)*

1. All products brought into the synagogue must be marked with an approved kashrut symbol (below are a few examples.) This includes all wines, juices, cheeses, meats, and all other ingredients used, unless "OK'd" by Rabbi Case.



2. All "non-dairy" items must say "parve" on the label for use with meat meals.
3. All boxed or wrapped items must be unopened, including baking ingredients when you want to cook or bake in the kitchen.
4. Check with the Rabbi regarding approved bakeries for challah & baked goods.

**If you have any questions, please contact the office staff.**

**C. PARVE / PAREVE DESSERTS**

1. When a meat meal is served, please be sure to set up a table of pareve desserts. This means that the dessert contains no meat or dairy products. Jewish dietary laws considers pareve food to be neutral; pareve food can be eaten with both meat and milk dishes.

## **DELIVERIES AND CLEAN UP**

1. All deliveries for Sabbath day services/ affairs must be made before 4:00 p.m. on Friday or at least one (1) hour after candle lighting time for that week on Saturday evening. All food preparation and decorating must be completed before 4:00 p.m.
2. The synagogue office staff may accept deliveries on your behalf if you coordinate the arrangements before hand. The office staff does not accept responsibility for any missing or broken items delivered; however, they can accept and have deliveries directed to the appropriate location (i.e. social hall, kitchen). The staff closes the office at 3 p.m. on Fridays. You are responsible for locking up the building if you leave the premises after the office is closed.
3. For Saturday evening weddings or parties, no deliveries, floral decorating, or food preparation can begin until after the Sabbath is over (about 40 minutes after sundown).
4. All leftovers must be removed from the kitchen in disposable containers, boxes, or bags, no sooner than one (1) hour after local candle lighting time for that Saturday evening, or not later than Monday morning following the affair.
5. Caterer must be present during all preparation and clean up.
  - a) Dishes, glasses, and silverware must be properly cleaned and arranged in their proper places.
  - b) Silver closet must be arranged properly in correct place and locked.
  - c) Dish drainer must be cleared of all dishes and utensils.
  - d) Stovetops and ovens must be left clean.
- 6. All Bar/Bat Mitzvah sponsored Kiddush fees must be paid in full, 10 days prior to the scheduled event.**
7. Keys to the facilities must be returned to the Synagogue office on the Monday following the scheduled affair.

## **SOCIAL HALL AND FACILITIES RULES**

- 1. No decorations may be affixed with adhesive tape, floral gum, nails, or tacks to any wallpaper or wall surface.**
- 2. No confetti, glitter, or rice can be thrown or used for decorative purposes.**
3. No beverages or food can be served in carpeted areas of the Synagogue without prior approval by the House Committee Chairperson.
4. No beverages or food are allowed inside the sanctuary and chapel except for ceremonial purposes.
5. Host/hostess will be held responsible for the cost of cleaning the carpet and stage curtains if the services are necessary because of abuse during the contracted affair.
6. Only dripless candles may be used on the bema. Any damage to carpeting or tablecloths will be repaired at the host/hostess's expense.
7. No open flames can be used for decorations.
8. All emergency exits must be accessible at all times.
9. In keeping with the spirit of the Sabbath, no electric decorative lighting and/or music are allowed during any reception held on the Sabbath. Social dancing is not permitted.
- 10. No photography is allowed in the sanctuary or social hall after sundown on Friday until after sundown on Saturday.**
11. No table, chairs, or equipment may be borrowed for use outside of the Synagogue.
12. No smoking is allowed in any part of the Synagogue building.
13. Building must be locked and secured by Synagogue custodian no later than 11:00 p.m. Friday, 4:30 p.m. Shabbat afternoon, and 2:00 a.m. Sundays & Mondays.
14. All facilities must be left clean and in their original state after their use.

# THE SANCTUARY AND RITUAL QUESTIONS

## 1. ALIYOT

Discuss this with Rabbi at least **one month** before the “event.” See attached worksheet that you can complete with names of participants. Everyone on the list should be Jewish. However, Rabbi has some parts that can be allocated to non-Jews. Please tell everyone participating: (a) that they have a part, and (b) what the part will include. Do not surprise people. Please tell honorees to come to the first row a few minutes before their honor and to ascend the bima as their honor comes up, so we do not need to call them from the bima and wait for them to come up. There has been concern in the past about appropriate dress in the synagogue and especially on the bema. Please remind people (you know which people!) who have honors to dress in an appropriate manner.

**Women: Head coverings are required on the bema, no revealing attire.**

**Men: Yarmulkes (all men) and Tallis (Jewish men only).**

## 2. ELECTRONIC DEVICES

No electronic devices are to be used during services on the Sabbath. This includes cell phones, tablets, recording devices, and cameras.

## 3. CHILD CARE

Childcare can be retained by the host family if needed. Please contact the Education Director to arrange.

## 4. USHERS

We ask that the parents of the Bar/Bat Mitzvah select ushers for Friday night and Shabbat morning. Please select synagogue members, or parents of other students in your child’s Bar/Bat mitzvah class. Attached is a copy of Usher guidelines.

You will need at least two for Friday night and at least two for Shabbat morning, but preferably four. The ushers are responsible for greeting people, making sure men are wearing yarmulkes, keeping noise down in the hall, ejecting troublemakers, etc. It is customary at Beth Shalom for the parents of the previous bar/bat mitzvah to serve as the ushers; please speak with them to make sure they are available.

## RESPONSIBILITIES OF USHERS

- 1. To welcome guests & congregants to the service.**
  - A. Please remain at the door at all times during the service.
  - B. Ushers should check with the Rabbi at least 15 minutes prior to the scheduled start of the service.
  
- 2. To distribute *kipot*, *siddurim* (Sim Shalom Prayer Book), and *humashim* (Etz Hayim).**
  - A. Please help distribute *siddurim*, *humashim*, *kipot*, etc. as needed
  - B. EVERY MALE is to wear a *kippah* while in our building.
  - C. Ushers are to ensure that every person has *siddur* and/or *humash* available.
  
- 3. To alert people as to proper attire in the sanctuary.**
  - A. Every Jewish male over the age of 13 should be encouraged to wear a tallit during the morning services and on Kol Nidre.
  - B. Do not admit to the sanctuary any person who is CLEARLY immodestly attired
  
- 4. To control the flow of “traffic” into & out of the sanctuary.**
  - A. Doors to the sanctuary are to remain closed at all times.
  - B. People should NOT enter or exit the sanctuary:
    1. While the congregation is standing.
    2. While the Torah is being read. \*
    3. While the Rabbi is speaking.
    4. While the Bar/Bat Mitzvah celebrant is reading or chanting.
  - C. At times other than those specified above, DISCREET entrance & exit may be permitted.
  
- \* Entrance and exit is permitted BETWEEN *Aliyot*, when one person finishes his/her *b'rakhah* and before the next person begins.
  
- 5. To maintain order & decorum during the service.**
  - A. Particularly when there is a large group of young people present, an usher should be at hand to help maintain proper decorum. \*
  - B. If adults are the “offenders”, you might try the same tactic as outlined in Note 2 below, and/or quietly indicate to them what page we are reading.
  - C. At the conclusion of the service, please help to guide people to the social hall, and help collect books and *talliot*.
  
- \* Do not engage in discussion with those that are conversing or disturbing. Often, merely approaching the “offenders” with a finger to the lips will be sufficient. If that gentle hint proves insufficient, quietly & politely ask those who are conversing, etc. to leave the sanctuary until such time as they are able to control themselves. If you need assistance, please summon the head usher.
  
- 6. Please remain at the doors at all times during the services.**
  - A. Generally, with a large crowd anticipated, there will be four ushers present. (Two ushers at each entrance to the sanctuary.)
  - B. It would be advisable for one usher to remain at each door while the others “circulate”, to conduct people to seats and ensure they have their books and *kipot*.
  - C. With a smaller group, or at times when most people have arrived and been seated, one usher per door would be sufficient, and the two assigned to each door might alternate shifts.



## B'NAI MITZVAH KIDDUSH CATERING INFORMATION

**Menu for 275 (+/- 10%) - \$3850.00 (\$14.00 per person).**  
**This will be adjusted from 150–300 people.**

Assorted greens for mixed tossed salad  
Green olives/black olives/peppers (for salad)  
Salad dressing  
Tomato, onion & cucumber platter  
“Good” Lox  
Cream cheese  
Bagels  
Tuna Salad  
Egg Salad  
Herring in wine sauce  
Noodle Kugel (may choose alternate dish)  
Hot vegetable dish (may choose alternate dish)  
Cantaloupe, honeydew, strawberries, watermelon, grapes (depending on seasonal availability)  
Cheese pizza  
2 Liter bottles of soft drinks (Coke, Diet Coke, Sprite)  
Ice  
Coffee & Hot Water – tea bags  
Challah

**Price is fixed at \$14 per person and quantity of food may be adjusted (not to be less than 150 people to be prepared for).**

**This price also includes the synagogue simcha fee.**

**Parents are responsible for table decorations, preparing, and trayng the desserts by Friday afternoon. Tablecloths must be provided by the family – otherwise the vinyl table covers normally used will be used.** (See page 9 for table dimensions and tablecloth ordering information.) The family is responsible for putting the tablecloths on the tables unless arranged with private caterer.

**Please contact the office staff (782-2500) 30 days prior to the event to use the synagogue kiddush or to determine if outside catered is contracted.**

**Payment in full and final count must be presented to  
synagogue office 10 days prior to the event.**

## SYNAGOGUE SPONSORED KIDDUSH LUNCHEONS

BRIT, BABY-NAMING, PIDYON-HABEN, B'NAI MITZVAH, AUF RUF, WEDDINGS, LUNCHEONS  
AND OTHER RECEPTIONS INCLUDING HONORS i.e. BIRTHDAYS AND ANNIVERSARIES

**WEEKLY KIDDUSH LUNCHEON (Serves 75 people) \$450.00\***

**Includes:** Bagels, 1 kugel, vegetable dish, tuna salad, egg salad, tossed salad, herring, tomato & red onion plate, 1 bowl of fruit, cream cheese, and nova lox pieces. Soft drinks, salad dressing, coffee, tea, and paper goods are also included.

**WEEKLY KIDDUSH LUNCHEON (Serves 125 people) \$600.00\***

**Includes:** Bagels, 2 kugels, vegetable dish, tuna salad, egg salad, tossed salad, herring, tomato & red onion plate, 2 bowls of fruit, cream cheese, and nova lox pieces. Soft drinks, salad dressing, coffee, tea, and paper goods are also included.

*\*Extra will be charged based upon any substitutions or additional items added to the menu, as requested. For example, to substitute the "good" lox – add \$50 when serving 75 people, or \$75 when serving 125 people.*

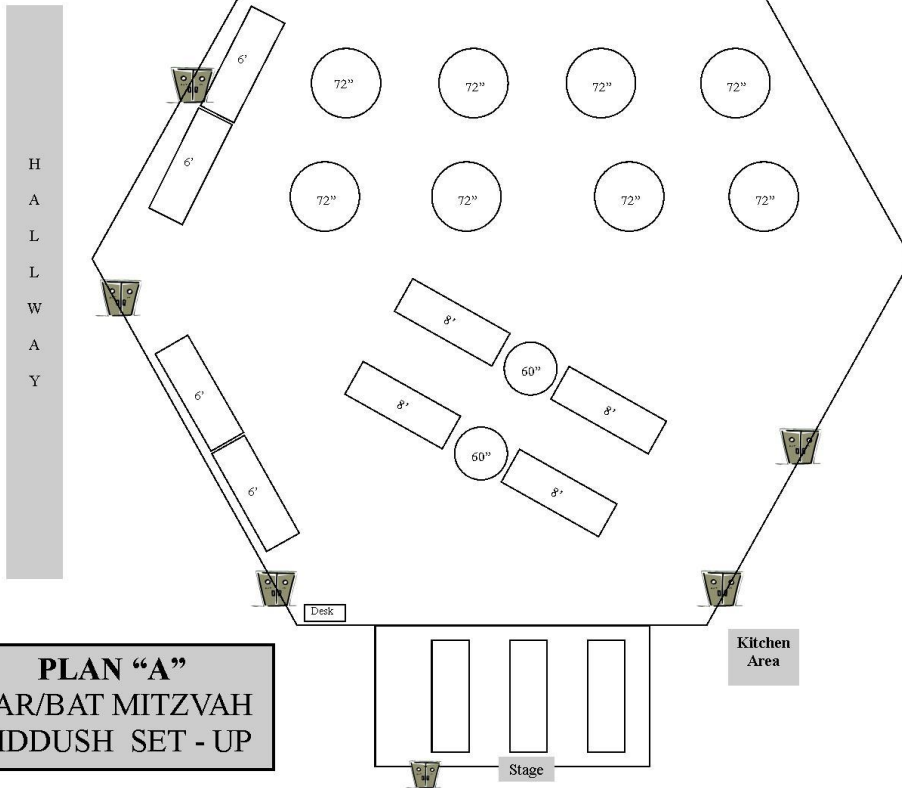
To prepare for a sponsored kiddush that will serve more than 125 people, please talk to the office staff.

**Family sponsoring the kiddush luncheon is responsible for providing the desserts.**

**The above fees apply only for a kiddush prepared by the synagogue kitchen employees.**

**Beth Shalom Synagogue  
Social Hall Diagram**

All 6 sides are equal,  
approx. 33 feet long.

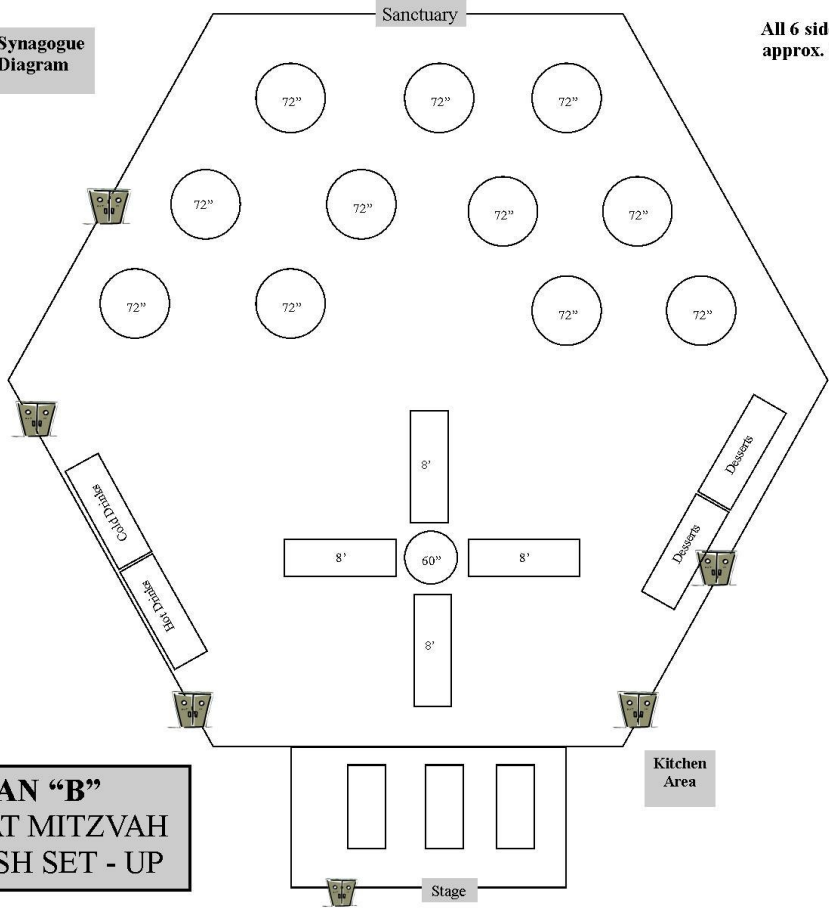


**Beth Shalom Synagogue  
Social Hall Diagram**

All 6 sides are equal,  
approx. 33 feet long.

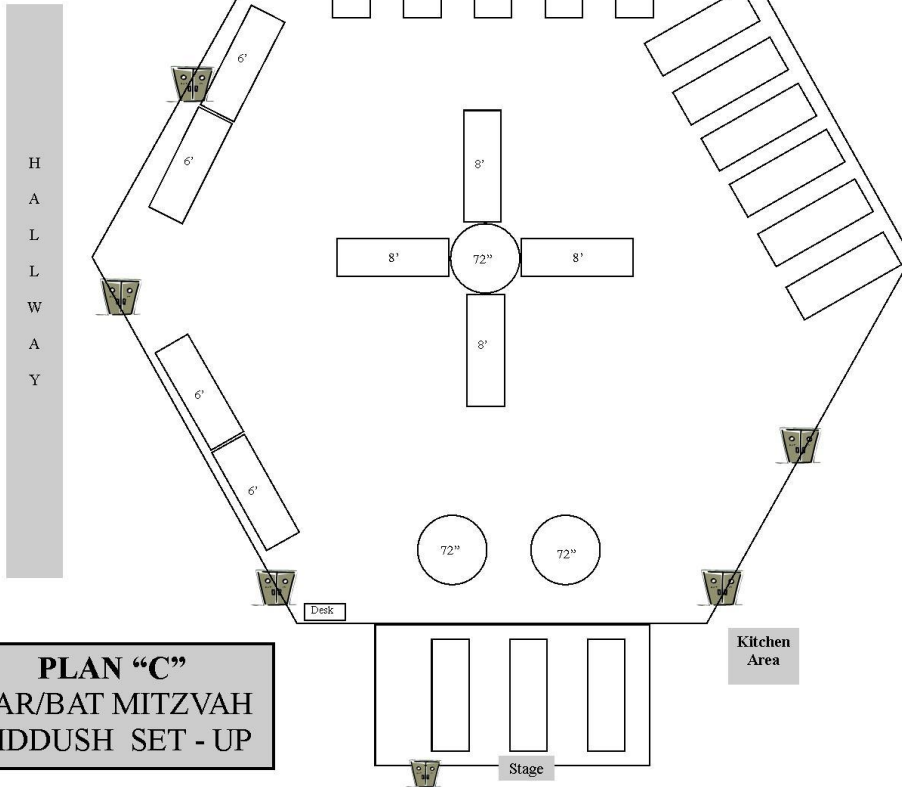
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**PLAN "B"  
BAR/BAT MITZVAH  
KIDDUSH SET - UP**



**Beth Shalom Synagogue  
Social Hall Diagram**

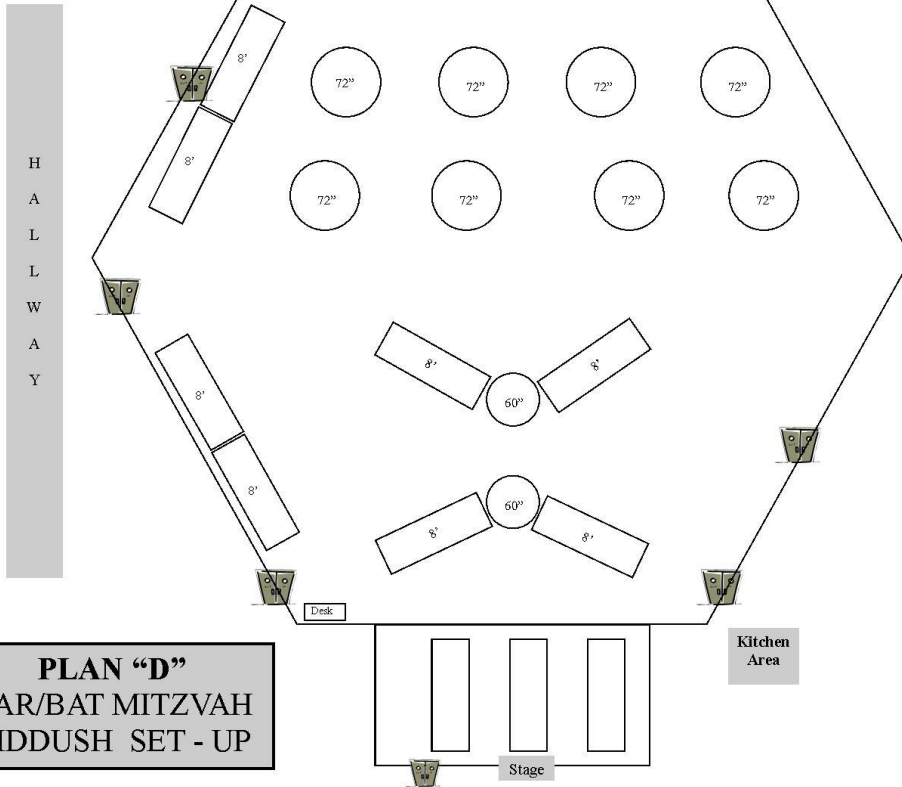
All 6 sides are equal,  
approx. 33 feet long.



**PLAN "C"  
BAR/BAT MITZVAH  
KIDDUSH SET - UP**

**Beth Shalom Synagogue  
Social Hall Diagram**

All 6 sides are equal,  
approx. 33 feet long.



**PLAN "D"  
BAR/BAT MITZVAH  
KIDDUSH SET - UP**