

CONGREGATION BETH SHALOM

LIFECYCLE & EVENT  
HANDBOOK

*Renting Facilities & Catering Meals  
for Special Occasions*

*Congregation Beth Shalom  
6800 35th Avenue Northeast  
Seattle, WA 98115  
Phone: (206) 524-0075, Fax: (206) 525-5095  
[www.BethShalomSeattle.org](http://www.BethShalomSeattle.org)  
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### Congregation Beth Shalom's Mission Statement

Congregation Beth Shalom is a participatory egalitarian congregation affiliated with the United Synagogue for Conservative Judaism. We provide a warm gathering place and a caring community for our members where we come together to nourish our spirituality through worship, to increase our understanding through study, to educate our young, and to better our world through acts of loving kindness.

Our goal is to be an inclusive congregation that encourages all members to participate fully in congregation activities, to explore individual and communal growth, and to increase their familiarity with and knowledge of Jewish practices. We are concerned with and responsive to the needs and welfare of our members, the Jewish community at large, and those in need in the general community.

## **RITUAL MEALS - DEFINITIONS**

Whenever Jews gather, whether at home or in the synagogue, we mark special occasions with meals. Thus it is a widespread Jewish custom to sponsor and cater meals in the synagogue and in our homes for large special occasions. This handbook is designed to facilitate your planning for life cycle events and communal meals you wish to have at the synagogue.

As Jews we mark our life cycle rituals with a communal meal called a *s'eudat mitzvah*, a mitzvah feast or reception. Other terms for communal and ritual meals in Judaism include:

- ✓ *Kiddush* - A communal meal or refreshment that follows Shabbat morning services. It is called Kiddush after the special prayer over wine that is said immediately after the conclusion of the worship.
- ✓ *Se'udah Shlishit* - The third Shabbat meal which is eaten on Saturday afternoon. There is also the *Se'udat Purim* which is the ritual feast that marks the end of *Purim* and the *Se'udat Hamafseket*, the ritual feast prior to commencing the fast of *Yom Kippur*. The *Se'udat Hahavra'ah* is the comfort meal that follows a burial. A *Se'udat Mitzvah* is a mitzvah feast which may correspond with the third Shabbat Meal (*Se'udah Shlishit*) or may take place on a holiday or other special occasion.
- ✓ *Oneg Shabbat* - Any communal meal or refreshment served on Shabbat. The term actually means "joy of Shabbat" and of course, eating good food is a joy!
- ✓ *Seder* - This means ritual order and is most well known when used with Passover. There is also a *Shabbat Seder*, a *Tu B'Shvat Seder* and so on.
- ✓ *Siyum* - Concluding the study of a holy text. As Torah study is revered in Judaism, we mark this occasion with a communal meal.

# PLANNING LIFE CYCLE RITUALS AND COMMUNAL MEALS AT BETH SHALOM

The Synagogue is a beautiful and appropriate setting for the most important events in our lives. Rabbi Borodin will add Torah insights to your special occasion amidst the *kedusha*, holiness, of the synagogue symbols and objects. Our kosher-dairy kitchen and our large social hall are an excellent context for a festive celebration. Please keep in mind that you should consult with Rabbi Borodin before scheduling your special event so she can adjust her schedule to be present. All events at the synagogue must be scheduled with our Lifecycle Coordinator, Kris Klippel. Until the event is confirmed on our internal calendar, we cannot guarantee space availability for your event. Below you will find essential information for planning various life cycle events at the synagogue.

## BIRTH CEREMONIES

*Brit Milah*<sup>1</sup> for boys and *Brit Bat*<sup>2</sup> for girls are ceremonies that celebrate a newborn's entry into the Covenant of Israel. The Brit Milah for a boy is a *mitzvah ceremony* and is governed by well-developed *halachic*<sup>3</sup> traditions. The Brit Bat is a newer ceremony, influenced by the changing role of Jewish women in the past 100 years. There is more latitude for variations in this ceremony due to its recent development. All these ceremonies are followed by *se'udot mitzvah*, mitzvah feasts. In arranging for these ceremonies please be aware of the following:

- ✓ It is advisable to meet with Rabbi Borodin prior to the birth to discuss ceremonies and to get information such as the names of *mohelim*, ritual circumcisers. Also, this is a time to discuss questions of Jewish status and minor conversions if that is relevant.
- ✓ Naming: The office has a book of Hebrew names for overnight checkout. We also recommend that families purchase Anita Diamant's, *The New Jewish Baby Book*. This has very useful information on ceremonies and planning for expectant couples.
- ✓ Certificates: The synagogue has beautiful commemorative certificates for all birth ceremonies. The Rabbi or the Rabbi's assistant will collect information from parents to complete the certificate and to present it at the ceremony. These certificates are important records, which include Hebrew names and birthdays. You will want to make sure they are kept in a secure place.
- ✓ Prompt Notification: Please call Rabbi Borodin soon after the birth of your child. In the event the office is closed, please call the main number, (206) 524-0075, for emergency contact information.
- ✓ Our Lifecycle Coordinator, Kris Klippel, will assist you in planning your *se'udat mitzvah*. Please call him at (206) 524-0075, to determine possible dates and to finalize the date after you have discussed it with the Rabbi.

### Brit Milah

Because a Brit Milah must take place on the 8<sup>th</sup> day after the birth of a male child, parents need to move quickly to arrange for a *mohel* and the Rabbi. It is important that parents coordinate

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<sup>1</sup> Covenant of Circumcision. See Genesis Chapter 17.

<sup>2</sup> Covenant of the Daughter

<sup>3</sup> Jewish law

scheduling with the Rabbi and the mohel before announcing the time to family and friends. The family will meet with the mohel several days prior to the Brit Milah. The Rabbi participates in the Brit Milah with the mohel by announcing the name of the child and giving a D'var Torah at the ceremony. There are several ways to involve family and to add special prayers and rituals that the Rabbi can explain prior to the ceremony. It is also common for parents to sponsor a *kiddush*, a mitzvah feast or refreshment that follows the Shabbat morning service, or a *se'udah shlishit*, the third Shabbat meal held during the afternoon before the end of Shabbat, in honor of the birth of a male child some time after the Brit Milah to share their *simchah* with the congregation.

### **Pidyon Haben<sup>4</sup>.**

The ceremony of *Pidyon Haben*, redemption of the firstborn, is a mitzvah. It takes place 30 days after the birth of a firstborn son. Because specific conditions must be met to be able to perform this mitzvah, it is very important to consult Rabbi Borodin. The Rabbi will assist parents in planning this lovely ceremony which is also followed by a *se'udat mitzvah*.

### **Baby Namings and Brit Bat - (Ceremonies for Girls)**

Traditionally, the birth of a girl was celebrated when her father came to the synagogue on the Shabbat immediately after the birth and announced the child's Hebrew name during an aliyah at the Torah service. At Beth Shalom, we encourage both the mother and the father to be present at the naming – therefore, many of our baby namings are delayed until the mother and child can be present at the aliyah.

Some families have a covenanting ceremony for daughters known as a Brit Bat. Please request the *Brit Bat* ceremony packet from Rabbi Borodin. The packet provided by the Women's League of Conservative Judaism has several sample *Brit Bat* ceremonies for the home or synagogue. There is no fixed date when a *Brit Bat* must occur, but it is recommended that parents plan to do a ceremony within the first month after birth.

It is also possible to combine a baby naming and a *Brit Bat* ceremony at the Shabbat afternoon service. This is an excellent time to hold this combined ceremony and to sponsor the *se'udah shlishit* as a mitzvah feast.

## **WEDDINGS**

Couples planning to get married should first contact Rabbi Borodin to settle on a date and to begin the process of planning a ceremony. Weddings taking place at Beth Shalom must be confirmed with the Lifecycle Coordinator. A special packet, which has essential wedding planning information, will be sent out to the couple prior to the first meeting with the Rabbi. After meeting with the Rabbi, the couple should contact the Lifecycle Coordinator to begin making arrangements for the ceremony. Please note the following when planning a wedding at CBS.

- ✓ Weddings are subject to additional fees to cover cost of coordination, additional custodial and facility usage.
- ✓ The synagogue has two *huppot*, wedding canopies. One is portable and is held by metal rods. The other is larger, stationary and more decorative.

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<sup>4</sup> Redemption of the firstborn.

- ✓ Couples should schedule the *aufbruch*<sup>5</sup> at the same time as they schedule the ceremony.
- ✓ Couples may rent the sanctuary or beit hamidrash for a ceremony and have their reception elsewhere.
- ✓ Couples wishing to have another rabbi officiate at their wedding should have their rabbi contact Rabbi Borodin prior to confirming the ceremony. Rabbi Borodin must approve all weddings that take place in Beth Shalom.
- ✓ The synagogue can accommodate both large and small weddings and also has several rooms, which can be rented for preliminary ceremonies.
- ✓ *Sheva Berachot*<sup>6</sup> parties are encouraged at Beth Shalom and our Mitzvah Corps will help a couple arrange for them.

### **Mitzvah Corps Support for Families with Newborns and Newly Married Couples**

The Mitzvah Corps was established in the mid-1980s to support Beth Shalom members during important life cycle events. The Mitzvah Corps assists parents of newborns by bringing meals to the home in the early weeks. Also the Mitzvah Corps will organize Sheva Berachot parties for newly married couples in the first week after the ceremony or at a Shabbat meal. Please let Rabbi Borodin know if you would like the Mitzvah Corps involved in your simchah.

### **BAR/BAT MITZVAH**

All B'nai Mitzvah at Beth Shalom are celebrated in the context of our regular worship services at Beth Shalom. Young persons come before the congregation after several years of Jewish study and special preparation. For more detailed information you should request the *Beth Shalom B'nai Mitzvah Handbook* from the office. Here are some basic things to know:

- ✓ The Rabbi and her assistant do scheduling of all B'nai Mitzvah at CBS. Families must be members to have a Bar/Bat Mitzvah at the synagogue.
- ✓ B'nai Mitzvah may be observed in several different worship formats such as Shabbat morning, Shabbat Minchah, Weekday morning, Rosh Hodesh, and even Festival services. Rabbi Borodin has information on formats.
- ✓ Belated B'nai Mitzvah ceremonies are also possible for adults or older teenagers who did not have ceremonies at age 12/13.
- ✓ It is customary to provide a meal for both private guests and congregants who attend the Bar/Bat Mitzvah ceremony.
- ✓ The B'nai Mitzvah Handbook, which is updated periodically, contains information on training, customs and practices, facility usage, planning, and fees.

### **TZEDAKAH AND YOUR LIFE CYCLE EVENT**

It is an ancient Jewish custom to give *tzedakah* in honor of a milestone. We recommend that you consider these worthy causes listed below and include information about them at your Se'udat Mitzvah. Here are our favorites:

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<sup>5</sup> Aliyah to the Torah for the couple on the Shabbat prior to the ceremony. Candy is thrown at the couple after the aliyah.

<sup>6</sup> Seven Blessings, which are recited under the *chuppah*, are also chanted at any festive meal that takes place within 7 days of the wedding at which a minyan is present.

1. *A Contribution to a Beth Shalom Fund.* There are several worthy funds at Beth Shalom. Contribution forms are available in the lobby, in the Ruach, and from the office. Our synagogue General Fund ensures the continued viability of our programs. Any contributions to this fund are greatly appreciated. We also call your attention to the *Campership or Youth Fund* of Congregation Beth Shalom. Each year Beth Shalom provides scholarships for young persons to be able to attend *Camp Solomon Schechter* or *Camp Ramah* during the summer and to attend regional and national USY events during the year.
2. *Jewish Family Service:* Beth Shalom is a strong supporter of the work of the Jewish Family Service in Seattle. JFS provides various vehicles for B'nai Mitzvah families to support the invaluable social services that it provides to needy Jews in our community. Please contact the food basket project coordinator at JFS at (206) 461-3240 to learn how your gift of Tzedakah can help feed the poor.
3. *Mazon, the Jewish Response to Hunger* offers grants to nonprofit organizations working to ease the suffering of hungry people in the United States, Israel, and poor countries around the globe. Beth Shalom is a long time and strong supporter of Mazon. Families may consider donating 3% percent of their catering costs to Mazon or make an outright contribution. Please contact their office at 12401 Wilshire Blvd., Suite 303; Los Angeles, CA 90025-1015; (310) 442-0020; email [mazonmail@aol.com](mailto:mazonmail@aol.com).
4. *The Masorti Foundation for Conservative Judaism in Israel* is the best way to support efforts to bring about the advance of our movement and the spread of religious pluralism in Israel. Contributions should be sent to 475 Riverside Drive, Suite 832; New York, NY 10115-0122; (212) 870-2216; email [Masorti@masorti.org](mailto:Masorti@masorti.org); website [www.masorti.org](http://www.masorti.org)
5. *American Jewish World Service* is a non-profit organization dedicated to providing nonsectarian humanitarian assistance and emergency relief to people in the developing world. Their website is: [www.ajws.org](http://www.ajws.org)
6. *The Mitzvah Heroes Fund, Inc.* is replacing the Ziv Tzedakah Fund administering efficient and direct tzedakah work to further philanthropy and tzedakah education. You can contact them at: 12300 Carroll Ave, Upper Level; Rockville, MD 20852; (310) 335-8646; [www.mitzvahheroesfund.org](http://www.mitzvahheroesfund.org)

## **BACKGROUND ON BETH SHALOM LOCAL CUSTOMS AND STANDARDS FOR HOSTS AND GUESTS**

This section will give you a summary of our customs and standards. We welcome guests at all our services and life cycle events. We also ask our guests (as well as our hosts) to respect the traditions and practices that make our gatherings special and distinct. ***The guidelines below should be shared with guests in a timely manner.*** We also recommend that you let your guests know about the wonderful book, *How to Be a Perfect Stranger*, by Arthur J. Magida, which has a description of etiquette for guests in different religious settings.

### **Dress and Ritual Clothing Customs at Beth Shalom**

Please inform your guests of our customs and standards regarding dress. Dress at the synagogue on Shabbat and Festivals should be dignified and reflective of Jewish values of *tzin'ut*, modesty. Shabbat and festival dress should reflect the spirit of *Kavod HaShabbat and Yom Tov*, honoring of the Sabbath and the festival.

On Shabbat and festivals we ask worshippers to be mindful of appropriate dress (no jeans, sweatshirts, T-shirts, tank-tops, or shorts). Those leading services and being called to the bimah

should be especially mindful of appropriate dress. Weekday services are less formal but not less modest.

### **Kippot, Tallit and Tefillin for Men and Boys**

All men and boys in the synagogue must wear a *kippah* at all times, out of respect for our custom. *Kippot* are located in the lobby. It is the responsibility of Jewish men over Bar Mitzvah age to wear *tallit* and *tefillin* on weekday mornings and tallit on Shabbat mornings. Tallitot are available in the lobby.

### **Kippot, Tallit and Tefillin for Women and Girls**

The congregation encourages women to wear *tallit* and *tefillin* at weekday morning services and tallit at Shabbat morning services. This reflects the initiatives of the Conservative movement. The congregation also encourages women to wear *kippot* at all times in the synagogue. Women called to the bimah should have their heads covered and wear a tallit if called to the Torah. The wearing of hats by married women is a traditional practice and is welcomed but not required.

## **HONORING AND RESPECTING SHABBAT**

### ***Please inform your guests of the following:***

- Beth Shalom is a smoke-free environment and this includes our outdoor spaces. Smoking is strictly forbidden on Shabbat.
- No photography, writing, or videotaping on Shabbat.
- Carrying: Bringing gifts, exchanging money, carrying cameras or other items is not appropriate. A nice way to say this: “*Come to synagogue on Shabbat unencumbered with things.*” For Shabbat Minchah services, families should leave cameras and video equipment in the synagogue on Friday before Shabbat so it can be taken out at Havdallah when photography and videotaping are allowed; this practice is by pre-arrangement only.
- Phones: No cell phones! No calling inside the synagogue or on the premises. Emergency phones are available for physicians and others. The ushers will help those needing a phone in an emergency.

## **OTHER CONGREGATIONAL CUSTOMS**

### ***Other customs that should be shared with your guests:***

- Prayerbooks and *Humashim* should not be placed on the floor. Placing them on the floor is a sign of disrespect and disregard for the Torah.
- Parents do not have *aliyot* immediately before or after their children.
- Married couples may be called up for an *aliyah*, but all other *aliyot* are given to individuals.

## **RABBINIC HONORARIA AND SYNAGOGUE FEES FOR RABBINIC SERVICES**

This section addresses common questions about rabbinic honoraria or gifts given to the Rabbi for a life cycle event. The synagogue distinguishes between **members** and **non-members** when considering rabbinic honoraria, gifts, and synagogue fees.

### **Members**

While it is customary for the Rabbi to be given a monetary gift for officiating at a life cycle ceremony, the synagogue does not bill members for her services. We list in the second column of the following table, recommended gift amounts for the rabbi’s assistance to member families in various types of life cycle events. As a member your gift is voluntary and not required. You are also free to ask the Rabbi directly if you have another gift in mind. Gifts should be given to the

Rabbi directly and do not need to go through the synagogue office. Checks should be made out to the Rabbi directly.

**Non-Members**

Our hope is that non-members requesting the Rabbi’s services will become members of the congregation. Membership in the congregation helps all of us to ensure strong rabbinic leadership and support. Membership also provides many other benefits and makes possible the multi-faceted educational, religious, and cultural programs and activities of Beth Shalom. Rabbi Borodin is happy to help you start the process toward joining the congregation.

Non-members are required to pay a fee to the synagogue for the Rabbi’s services. To compensate for the Rabbi’s time away from regular congregational duties the Beth Shalom Board of Directors has set fees for her services to non-members. Those fees are listed in the third column of the table below. Please indicate to the Rabbi if there is a need for financial consideration.

To pay the fee, please make out your check to Congregation Beth Shalom and indicate “non-member life cycle event” on the memo line. Please give the check to the rabbi or to the rabbi’s assistant, **prior** to the life cycle event. If a non-member wishes to give an additional gift to the rabbi, s/he should write a separate check made out to the rabbi. A receipt will be mailed.

<b>Life Cycle Honoraria for Rabbi Borodin</b>	<b>For Members</b> Suggested voluntary gift from members. Check to Rabbi.	<b>For Non-Members</b> Required Honoraria from non-members. Check to Beth Shalom.
Brit Milah, Simchat Bat, or Pidyon Haben in Synagogue	\$100	\$240
Brit Milah, Simchat Bat and Pidyon Haben outside synagogue	\$150	\$360
Bar/Bat Mitzvah	\$100	N/A
Wedding and prenuptial counseling	\$200	\$750*
Funeral and Unveiling	\$200	\$750
Conversion Beit Din and Mikveh	\$100*	\$360**
Conversion Supervision outside of Synagogue Program	N/A	\$750
Divorce Proceedings-Get	\$50**	\$100***

\*This fee includes the use of the Sanctuary and Chuppah.

\*\* This does not include the \$100 fee for use of the Mikveh charged by Bikur Holim.

\*\*\* This does not include a \$350 fee to be paid to the Rabbinical Assembly Beit Din in Los Angeles for the preparation of the “Get” (the writ of divorce).

*If any of these events are at a significant distance from the synagogue the Rabbi should be compensated for travel time and expenses.*

## **HOSTING OR SPONSORING A KIDDUSH OR SE'UDAT MITZVAH:**

In the spring of 2001 a group of Beth Shalom members provided the seed money and organized volunteers to start Beth Shalom's Kiddush Club. The Kiddush Club prepares food for Shabbat when there is no event or sponsored kiddush. Volunteers are needed to purchase ingredients and organize and participate in baking parties. Donations are needed to keep the Kiddush Club going. We appreciate donations of any amount and will acknowledge them in the Ruach. Donations to the Kiddush Club are not for a particular date, but rather for the program as a whole. For more information or to volunteer, please call the Lifecycle Coordinator.

### **DEFINITIONS:**

HOSTING means you provide the food, caterer, supplies, and fees as outlined below and your name is listed as the host.

SPONSORING means the synagogue provides everything. You pay the fee and your name and tribute are listed.

## **HOW TO HOST A KIDDUSH OR SE'UDAT MITZVAH**

Hosting a kiddush or se'udah is an opportunity to honor a family member or friend, to make any occasion special -- a birthday, anniversary, birth, wedding, Bar or Bat Mitzvah -- or any other life event you wish to share with the community. Hosting a kiddush or se'udah is also a way of honoring the congregation and enriching the Shabbat experience at Beth Shalom. Kiddush and se'udah hosts typically hire an approved caterer (see page 19) to prepare and serve the meal or they prepare and serve the meal themselves.

### **PROVIDING FOOD SERVICE (INVOLVING USE OF THE FACILITIES)**

**The synagogue provides the following for the fees charged:**

- Social Hall or Library "rental"
- Ritual table
- Coffee and tea
- Standard set-up
- Takedown of tables and chairs after the event
- 3 hours of kitchen use the day of the event  
*Additional kitchen time may be arranged for \$25/hour.*
- Glass plates and silverware are available on request  
*You are responsible for washing and putting away these items.  
You supply any paper or plastic goods when hosting.*
- Tablecloths are available for \$7 each rental fee

**Your responsibilities:**

- Provide all food needed or hire an approved caterer to provide food.  
*All food must be either prepared in the Beth Shalom kitchen or purchased from an approved source.  
All food preparation must follow the Kashrut Protocol (see page 13).*

- All clean-up other than take-down.
- Follow the Checklist for Kitchen Use (see page 14, 25).
- Follow the Timeline for Kitchen Use (see page 18).
- Submit floor plan and number of tables needed 1 week prior to event.

**Fees for food service involving the use of the kitchen:**

- **Up to 20 people: set-up fee \$75**
- **20 to 130 people: set-up fee of \$75 for first 20 people. Each additional 10 people costs \$10.**
- **130 to 250+ people: set-up fee of \$200. Each additional 10 people over 250 costs \$10.**

**Extras:**

- Overflow crowd .....\$60 for each additional 50 people  
*This fee covers the additional expense (custodial, wear and tear, etc.) incurred by the synagogue for hosting a larger gathering of people.*
- Custom table set-up.....\$25/hour
- Send the Kids Downstairs .....\$150  
*Kiddush hosts may choose to rent the open space downstairs for purposes of serving the overflow crowd of children. The Open Space will be set up with two tables (for the buffet). The kiddush hosts must arrange for adequate servers (usually two or three). Beth Shalom supplies one or two supervisors for the children. This option requires 1 month's notice.*

**HOW TO SPONSOR A KIDDUSH:**

Congregants may sponsor a Kiddush as a tribute to someone or some event. Sponsoring a Kiddush means the synagogue provides everything. The sponsor pays the fee and their name(s) and tribute are both announced and listed. Sponsors *cannot* change menu items. The synagogue will make arrangements for the food and clean-up: this may be either a Shabbas Chefs group or food purchased by the Kiddush Club. Costs associated with sponsoring a Kiddush are as follows:

- Full Sponsorship of Kiddush is \$360.00
- Co-Sponsorship of Kiddush is \$180.00
- Sponsoring an Enhanced Kiddush is \$720.00
- Additional guests above the 180 regular Beth Shalom attendance is \$3.00 per person

Enhanced Kiddush sponsorship provides the sponsor with the option to choose one additional menu item from a set list. For a list of these items, please contact the Lifecycle Coordinator.

**PREPARING MEALS WITH RESPECT FOR JEWISH LAW**

As a Conservative Jewish Congregation we are committed to following Jewish law. Beth Shalom maintains a kosher dairy kitchen. Beth Shalom also upholds Sabbath and Festival Halachah (law) as regards food. Below are helpful guidelines for anyone preparing festive meals at the synagogue.

## Preparing Meals and Shabbat

The building is closed on Fridays at 2:00 p.m. Meal preparation and kitchen clean-up will be permitted in the Beth Shalom kitchen up until two hours before Seattle Shabbat candle lighting time. No cooking can be done on Shabbat. Reheating of food and liquids below boiling is permitted. Ovens can be heated up to 250 degrees Fahrenheit.

During Shabbat, only a custodian or a non-Jewish catering employee is permitted to operate anything requiring electricity or gas. This includes adjusting ovens and running the dishwasher. These tasks must be part of their regular job and be arranged before Shabbat. Shabbat instructions for the CBS custodian must be submitted to the Lifecycle Coordinator a minimum of two weeks before the event.

Any telephone, including cell phones, may not be used on Shabbat except for emergencies.

Labels for leftovers must be prepared before Shabbat.

## Deliveries and Removals

All food, flowers and other supplies must be delivered no later than 2:00 p.m. on Friday. No deliveries of any kind can occur on Shabbat. Nothing may be removed from the synagogue until after the end of Shabbat (after nightfall on Saturday night), including flowers, decorations and food. Food and other items should be picked up sometime between Sunday morning and Monday at 5:00 p.m. following your weekend event. For events held at other times, all food and other items should be removed within one day. Remember that all food left in the kitchen must be labeled. If it is not labeled it will be disposed of.

## KASHRUT PROTOCOL AT BETH SHALOM

*The kitchen at Congregation Beth Shalom is a kosher dairy kitchen. Only Beth Shalom members and approved caterers (see page 19) may use the kitchen. The responsible member or approved caterer must have completed the Kitchen Use Orientation Class. The protocol for cooking at CBS is as follows:*

- 1. Give our mashgiach, Marci Greenberg, a copy of your grocery list as soon as possible before your event. (Two months is recommended.) She has kept up with the Conservative movement's ever-changing list of what is kosher. She will tell you exactly what needs a heksher<sup>7</sup> and what does not. Her phone number is (206) 525-3625, e-mail [marcigreenberg@comcast.net](mailto:marcigreenberg@comcast.net).*
- 2. Call the Program Director to reserve time in the kitchen.*
- 3. The guidelines below are meant to assist you in planning your menu, but they are not a substitute for contacting our mashgiach.*
- 4. If you have any general concerns or difficult questions concerning Kashrut or Shabbat protocol, please contact the Beth Shalom office.*

## FOOD:

- Food must be either prepared in the Beth Shalom kitchen or purchased. **Do not** bring in food that has been prepared at home.
- All fresh fruits and vegetables are kosher.
- All unprocessed grains and cereals are kosher.

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<sup>7</sup> Kosher symbol

- Bulk foods that are kosher may be used at Beth Shalom if a copy of the label (labels should be available at the place of purchase) is provided to the mashgiach.
- Butter and cheese must have an approved *heksher!*
  - All Tillamook brand cheeses are acceptable without a heksher – with the exception of their white vintage cheddars because animal rennet is used in their manufacturing.
- **You may not bring any meat or fowl into the building.**
- Eggs from kosher fowl are kosher and *parve*. However, because of the prohibition against eating blood, an egg that contains a speck of blood may not be used. Eggs must be cracked one at a time into a separate container and inspected for blood spots before being used.
- All fish that have both fins and scales are kosher and *parve*.
- All wines used at Beth Shalom functions must have an approved heksher.
- Processed food must have an approved heksher. Either dairy or *parve* foods may be used in our kitchen.
- Items from local bakeries must be kosher. Baked goods must be either in the original unopened packaging or delivered directly from the bakery. Contact the office for a current list of acceptable bakeries.
- Please label all food stored in the kitchen, refrigerator and freezer with your name and date of the event.
- Any snacks or meals eaten by anyone in the kitchen must abide by these rules.
- **Nut products are not permitted at Beth Shalom** due to severe allergies among members.

#### **UTENSILS AND EQUIPMENT:**

- No dishes, cutlery, pans or equipment may be brought into the kitchen unless the item is new and unused.
- No dishes, cutlery, pans or equipment may be removed from the kitchen or social hall.
- You must transfer leftovers into new, unused containers for removal from the kitchen.
- It is your responsibility to dispose of all leftovers. There are many food banks where leftover food is appreciated.

*Remember that it is your responsibility to leave the kitchen completely clean, according to the standards on the “Checklist for Kitchen Use”. A cleaning fee of \$25 per hour will be charged if Beth Shalom’s custodial staff must complete the work.*

### **CHECKLIST FOR KITCHEN USE R**

- q All kitchen items must be washed, rinsed, dried and returned to their proper place.
- q Scour baking sheets even if parchment was used.
- q Pitchers must be washed and dried (not just rinsed) and returned to their proper place.
- q All appliances used must be damp-wiped and covered, if covers are available.
- q Counters and sinks must be **washed with bleach and dried**. A spray bottle with bleach solution is available in the kitchen.
- q Wipe down doors of refrigerators to remove food smudges and water marks. Refrigerator shelves must be wiped clean.
- q Any spills on the stove top or floor must be washed.
- q Stove back splash and knob area must be thoroughly cleaned.
- q All cutting boards must be **washed, bleached, rinsed, and thoroughly dried**.

- q Used towels, aprons, and rags - soak in bleach and water in bucket under the sink.
- q Dispose of all trash and recyclable items in containers located in parking lot in back of the building.
- q Label all food leftovers. On Shabbat, use the pre-prepared labels. The labels are located in an envelope on the refrigerator.
- q Hours of kitchen use must be reported to the office.
- q All food, supplies and decorations must be removed within 2 days after the event. (No food or other items may be removed on Shabbat.) **After that, we discard everything left behind.**

*The kitchen must be left 100% ready for the next event according to commercial health standards. You will be charged \$25/hr if additional clean-up is needed.*

## **FREQUENTLY ASKED QUESTIONS:**

### ***Why does Beth Shalom charge money to host a kiddush and se'udah?***

The kiddush and se'udah fees that you pay to CBS help offset Beth Shalom's cost for custodial time, facility wear and tear, as well as the actual cost of supplies, but do not make additional money for the synagogue.

### ***How many congregants will come in addition to my invited guests?***

For a kiddush, expect approximately 250 regular congregants in addition to the guests you've invited. Between 20 and 30 regular congregants may attend a se'udat shlishit (meal before Havdalah).

### ***Who cleans up?***

The kiddush or se'udah host is responsible for kitchen clean up (see Checklist for Kitchen Use, pages 14, 25) and removal of decorations and food from the social hall. The Beth Shalom custodian will clean the social hall floors and take down the tables. We recommend that kiddush hosts have at least two or three people to help with clean up, or more if over 300 guests are expected. Also, if there is overflow seating in the social hall for the Shabbat service, the kiddush host must arrange for help to quickly rearrange the chairs and tables between the service and the kiddush.

### ***Does Beth Shalom provide babysitting?***

CBS provides babysitting on Shabbat from 10:00 am to 12:00 p.m. If a large number of children needing babysitting are expected to attend services, the kiddush host should arrange with the office for additional sitters.

### ***Can I serve a separate meal to the children?***

When there is an exceptionally large number of people (375+) expected at kiddush, some kiddush hosts like to serve children in a separate room. Beth Shalom does offer use of the open space for this purpose. This option, also known as "Send the Kids Downstairs" costs \$150 and is listed as an "Extra" under kiddush options (see above). If you choose this option, Beth Shalom will provide one or two supervisors for the children. If you decide to serve the children separately in another place (i.e. the patio or a corner of the social hall), you **must** provide your own supervisors. **Submit the names of the supervisors to the office at least one week before the event.**

### ***How do I donate my leftover food to the needy?***

**Food Lifeline** will accept leftover banquet food. They pick up food Monday through Friday. Contact Food Lifeline at (206) 545-6600 before Shabbat to arrange for pick up of the leftovers from the shul on Monday. The food to be donated must be labeled as such. Notify the office that someone from Food Lifeline will be coming.

### ***Can I serve alcoholic beverages at my event?***

All alcohol served must be Kosher.

Serving of alcohol for ritual purposes is permitted by law. Any other use of alcoholic beverages at Beth Shalom requires a Banquet Permit. It can be obtained at any liquor store for \$10. If you plan to serve alcoholic beverages at your event, you must provide a copy of your banquet permit to the Program Director at least one week beforehand. You are responsible for displaying the permit during your event as described on the permit.

### **Multiple Simchas on the Same Day**

Occasionally it is necessary to host two events on the same day. Both groups will be notified and scheduled through the synagogue office. Cooperation regarding kitchen use and table set-up will be necessary.

### **Payment**

#### **Member and Individual Events (not B'nai Mitzvah)**

**Advance payment for events.** Planned events such as weddings, room rental, etc. will require a 50% deposit at the time of the reservation and the balance due 30 days prior to the event. Failure to pay in advance of the event will result in event cancellation. Hardship issues will be handled on a case by case basis by the Executive Director. The deposit will be refunded if the event is cancelled provided 30 days written notice is given. Expenses the Shul has incurred related to the event will not be refunded. Payment plans can be arranged with the Executive Director.

#### **B'nai Mitzvah**

**Twelve-month payment plan for B'nai Mitzvah.** CBS will set up an optional 12-month advance payment plan for B'nai Mitzvah-related expenses. An aggregate standard rate will be established for a tutoring deposit (if CBS-employed tutors are utilized by the B'nai Mitzvah student), kiddush fee, kitchen use, tablecloth rental and B'nai Mitzvah fee. Options will be available for additional items such as a larger kiddush. Payment will be via automatic credit card charges or post-dated checks. Additional tutoring and other expenses beyond normal will be billed separately.

If the twelve month payment plan is not elected, 50% of B'nai Mitzvah fees will be due four months prior to the event and the balance must be paid 30 days prior to the event or the event will be cancelled. Hardship issues will be handled on a case by case basis by the Executive Director.

### **Prohibitions**

We ask that all food providers (and all others who use the social hall) be mindful of the facility. Avoid serving red or dark drinks-- NO dark grape juice!

Use of confetti is prohibited.

Use of candles is permitted, but they must be set on a metal or foil tray. Peanuts, peanut butter and all other peanut products in food served, are prohibited.

## **FACILITY RENTAL FOR PRIVATE CELEBRATIONS: FEE SCHEDULE**

### **KITCHEN**

\$25 each hour for general use

*\$25/hour clean up charge if kitchen is not ready for next event.*

(See Kashrut and Kitchen sections, pages 13-14.)

### **BEIT HAMIDRASH (*Private rental*)**

*Any use must be pre-approved by the synagogue.*

*Maximum 50 people*

*Cold food only. Kashrut laws and rules apply.*

*Each event: \$150*

### **SANCTUARY (*Private Rental*)**

*Any use must be pre-approved by the synagogue and may require additional fees.*

*Each event: \$200*

### **SOCIAL HALL**

#### **NON FOOD EVENTS**

	Members	Non-members
DAY (3 Hours)	\$100	\$150
EVENING (3 Hours)	\$150	\$225

\$36 for each additional hour

Set-up and clean-up costs are \$25/hour/custodian

#### **FOOD EVENTS**

	Members	Nonmembers
DAY (3 Hours)	\$150	\$225
EVENING (3 Hours)	\$200	\$300

\$36 for each additional hour

Set-up and clean-up costs are \$25/hour/custodian

### **DOWNSTAIRS CLASSROOM RENTAL**

\$25/hour for members / non-profit organizations.

\$35/hour for non-members

# APPENDICES

## I. HOW TO REACH US

### **Rabbi Jill Borodin**

Phone: (206) 524-0075 x 1

Email: [Rabbi@BethShalomSeattle.org](mailto:Rabbi@BethShalomSeattle.org)

### **Kris Klippel**

*Lifecycle Coordinator & Rabbi's Assistant*

Phone: (206) 524-0075 x8

E-mail: [KrisKlippel@BethShalomSeattle.org](mailto:KrisKlippel@BethShalomSeattle.org)

### **Carol Benedick**

*Program Director*

Phone: (206) 524-0075 x 4

Work Hours: Tuesday, Wednesday, Thursday from 10AM-3PM

Email: [CarolBenedick@BethShalomSeattle.org](mailto:CarolBenedick@BethShalomSeattle.org)

## II. TIME LINE FOR HOSTING A KIDDUSH OR OTHER LARGE MEAL:

### **What are the steps you need to take?**

#### **1. Three to six months before the event:**

- Call the synagogue office to reserve a date for your event on the master calendar.
- Pay 50% deposit on the fees and related costs.
- Submit your menu to our *mashgiach*, kashrut supervisor. Our current volunteer *mashgiach* is Marci Greenberg, (206) 525-3625 or [marcigreenberg@comcast.net](mailto:marcigreenberg@comcast.net).

#### **2. Two months before:**

Submit the Facility Rental Agreement (see page 23-24) to the Lifecycle Coordinator.

Book kitchen time with the Lifecycle Coordinator.

Register for "Kitchen Use Orientation Class."

#### **3. 1 month before:**

Pay the balance of your fees and related expenses.

#### **4. Two weeks before:**

Finalize layout and event instructions with the Lifecycle Coordinator. If you need access to the building outside of normal office hours, please make arrangements at this time.

#### **5. The week of the event:**

If providing any of the following items for a Shabbat event, please bring them to the shul no later than Friday 2:00PM: table/room decorations, programs, kippot, paper goods, et cetera.

Handle last minute shul business before Friday at 2:00PM.

#### **6. Immediately after the event:**

When Hosting, your staff/help cleans up the social hall, clears the tables, including the tablecloths, takes the garbage and recycling to the appropriate dumpsters, labels all food

leftovers and thoroughly cleans the kitchen according to the Checklist for Kitchen Use (see page 25). At least two or three people are needed to smoothly accomplish clean up tasks. Consider having more people if you are expecting a lot of guests.

**7. For a Shabbat event, between Sunday morning and Monday 5:00PM:**

Remove anything that you wish to keep or donate.

Return synagogue key to the office.

**III. APPROVED KOSHER CATERERS**

**These caterers are approved to work in the Beth Shalom kitchen:**

<b><u>Business Name</u></b>	<b><u>Contact/Owner</u></b>	<b><u>Phone</u></b>
Balabuste Catering	Henry Gordon	(206) 633-3472
Eric Gorbman Catering	Eric Gorbman	(206) 852-4764
Madison Park Café	Karen Binder	(206) 324-2626
On Safari Foods	Teresa Carew	(206) 938-3662

**Food prepared by these establishments may be brought into CBS:**

<b><u>Business Name</u></b>	<b><u>Contact/Owner</u></b>	<b><u>Phone</u></b>
Leah’s Catering & Bakery	Leah Jaffe	(206) 985-2647
Noah’s Bagels at University Village	<b>only</b>	(206) 522-1998
Nosh Away	Philip or Arthur	(206) 772-5757

**IV. BAR/BAT MITZVAH INVITATION POINTERS**

**Invitation Wording**

Use wording that reinforces the significance of the occasion, phrases such as:

- *Join us for worship and celebration, when our son/daughter, \_\_\_\_\_, will be called to the Torah.*
- *Please worship with us and share our joy as our son/daughter, \_\_\_\_\_, is called to the Torah as a Bar/Bat Mitzvah on \_\_\_\_\_(date).*
- *Like generations before him/her, \_\_\_\_\_ (child's name), will take his/her place among our people.*
- *It is with great joy that we invite you to share a special time in our lives as we celebrate the Bar/Bat Mitzvah of \_\_\_\_\_.*

**Design and Content Ideas**

- Use a Jewish symbol or design as a graphic.
- Use your child's Hebrew name.
- Use a verse from the Parsha or Haftarah your child will chant, or a quote from another Jewish source.
- Include the Hebrew date and the name of the Parsha.

**Check the Spelling**

Please check the spelling of your child's Hebrew name and any other Hebrew words before finalizing the invitation!

**Include Donation Suggestions to Honor the Bar/Bat Mitzvah**

- Indicate that this is a Mazon Event. This involves donating a percentage of what you've spent on the meal (3% is recommended) to Mazon, which sends funds to feed the hungry all over the world, including our own community (see page 8).
- Some invitations include a letter from the family or child requesting that guests who wish to honor the Bar/ Bat Mitzvah may do so by donating to a needy cause. You might suggest one or two that are especially important to your child or family.

## **V. BAR/BAT MITZVAH ANNOUNCEMENTS IN THE *RUACH* AND *THE JT NEWS***

Information for the *Ruach*, including wording of the announcement and a picture of the child, must be in the office by the 10th of the month preceding the Bar/Bat Mitzvah. Remember the *Ruach* for July and August are combined, so pictures and announcements need to be turned in to the Beth Shalom office by June 10th to appear in the combined *Ruach*.

Photos can be black and white or color, but should be something other than a snapshot. School photos are recommended. Examples of wording can be found in past issues of the *Ruach*.

In order to announce your child's Bar/Bat Mitzvah to the general community in *The JT News*, you will need to check its deadline for submitting articles well in advance of your desired publication date. Call the *JT News* at (206) 441-4553.

## **VI. GUIDES FOR GUESTS**

We recommend the use of a simple guide for guests explaining synagogue customs and listing the family and friends who will be honored at the service. We ask parents to avoid creating a perception in your guide that this is a performance or entertainment. The purpose of the guide should be to inform and to educate. We have examples of tasteful guides which have been used in the past to help you in your planning. We recommend sending information about synagogue customs in the invitation since it will help your guests feel more comfortable and better prepared to appreciate our customs.

## **VII. DECORATIONS**

Respect for the sanctity of the synagogue and Shabbat should be your guide to decorations. Certainly flowers, plants, colorful linens, and other appropriate decorations can enhance the beauty of the Bar/Bat Mitzvah observance at the synagogue. However, excessive decorations, photographs, or posters of the Bar/Bat Mitzvah child may not be appropriate

### **Decoration Suggestions**

- Use plants instead of flowers. After the Bar/Bat Mitzvah, plant them or give them to someone who will enjoy their beauty.
- For table centerpieces, prepare cards with calligraphy and the name of tzedakah agencies receiving donations from you, your child, and guests.
- Plant trees in Israel for your guests. The Jewish National Fund can give you a certificate for each guest or a poster to use as a decorative centerpiece.
- Many families now use the Kosher Food Bank or Mazon baskets. We endorse this practice. (see page 8)

*While we try to have tables set-up for you to decorate by Thursday, we frequently use the social*

*hall for Shabbat dinners or other events. Please check with the Lifecycle Coordinator to determine when you can come in to decorate tables for your child's Bar/Bat Mitzvah.*

## **VIII. ON THE TIMING OF THE BAR/BAT MITZVAH PARTY**

It is now a common custom for Bar and Bat Mitzvah families to hold a private party for family and friends on the weekend of the ceremony. We would like to share with you a number of suggestions for enhancing that celebration in a way that also honors the mitzvah of Shabbat.

We strongly encourage you to consider using the synagogue for your private party. Not only do we have ample and useful space; it is a lot easier to incorporate respect for the mitzvot of Shabbat and Kashrut by having the party at the synagogue.

- Our Shabbat is a day of rest. When a Bar/Bat Mitzvah service takes place on Shabbat we want to combine our reverence of Shabbat with the joy of marking the Bar/Bat Mitzvah of our child. The Shabbat service will obviously be the highpoint of the Shabbat experience for your child and your family. Make the rest of Shabbat a restful and relaxing day in keeping with our tradition. Sabbath feasts with family and friends, time for rest and conversation will make the day less stressful and more spiritual for everyone.
- Give consideration of Shabbat when planning your party. During the winter it is easier to plan a party on Saturday night. During the spring and summer we encourage you to consider having your party on Sunday day or evening because Shabbat ends between 9:00 and 10:00 p.m. Or consider a Shabbasdik celebration on Saturday evening in the synagogue which would include se'udah shlishit (third Shabbat meal), singing, and Havdallah. This would be followed by the non-Shabbasdik part of the party beginning at the end of Shabbat.

*The Rabbi is available for advice on how to set up your party in a way that respects both Shabbat and kashrut. For a better understanding of Shabbat and Kashrut Halachah (Jewish practice) please refer to Isaac Klein's, Guide to Jewish Religious Practice, and A.J. Heschel's classic, The Sabbath. Both volumes are available in the Beit Midrash.*

## **IX. FACTS & FIGURES ABOUT OUR BUILDING**

- **The sanctuary** contains 200 fixed chairs. 100 folding chairs can be added without opening the partition. Due to a consistent shortage of seating in the sanctuary, the partition must be at least partially opened during Bar/Bat Mitzvahs taking place on Shabbat morning. This will allow for overflow seating in the Social Hall.
- **The social hall** can seat a maximum of 200 people (using rows of rectangular tables for seating with buffet tables in the corners). Most of the Shabbat morning Bar and Bat Mitzvahs in recent years have about 300-350 people present. Some have over 400. With larger crowds, most kiddush sponsors choose to reduce seating and maximize standing room in the social hall.
- **The patio** can hold about 10 6' tables comfortably. CBS does not own a tent to cover the patio in inclement weather. Kiddush or se'udah sponsors who want to rent a tent must make all the arrangements for rental and installation, and provide the Lifecycle Coordinator with the logistical information – i.e., contact information, delivery/installation date, and take-down.
- **The library** holds approximately 50 people comfortably.

- Beth Shalom has:

Table size and type	How many tables?	How many does each seat?
5' Round	16	10 people
6' Rectangular	8	10 people
8' Rectangular	4	12 people

- Beth Shalom **glassware and silverware** consist of:
 

308 dinner plates	120 wine glasses
207 salad plates	304 forks
127 soup bowls	527 knives
154 saucers	24 soup spoons
194 mugs	219 teaspoons
62 water glasses	
- The **carpeting** is hard to clean. Please do not bring red wine or dark grape juice into the shul. Also, confetti is not permitted.
- Beth Shalom rents **tablecloths** thru Service Linens to accommodate your desired layout. Please remember wax, wine and red grape juice stains tablecloths. Beth Shalom must purchase damaged tablecloths from the linen company. Do not set candles or candleholders directly on tablecloths. Always put them on a metal tray.

*The Kitchen inventory is subject to change due to periodic breakage, disappearance, and replacement of items.*

KIDDUSH/SE'UDAH HOSTING & FACILITY RENTAL AGREEMENT  
(PAGE 1 OF 2)

Name of Host/Renter: \_\_\_\_\_ Date of Event/Rental: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

**a b**

~ FOR KIDDUSH/SE'UDAH HOSTING ~

**What is the occasion?** \_\_\_\_\_

**How many people do you expect to attend your event?** \_\_\_\_\_

**Is this a catered event?**  Yes  No  
If yes, who will cater? \_\_\_\_\_  
\*Caterer must be on CBS approved list

**Y** Please include approximately 200 CBS members in addition to those invited.

**Please list dates & times you would like to reserve the kitchen:**

**Do you want a custom table layout?** \_\_\_\_\_

- Y** Three hours of kitchen use, and use during the event, are included in the price of rental
- Y** Additional rental costs \$25/hour

- Y** Custom set-up is \$25/hour
- Y** Table linens are provided by CBS at \$7/linen

<b>Date:</b>			
<b>Start Time:</b>			
<b>End Time:</b>			

**a b**

~ FOR FACILITY RENTAL ~

**Room(s) Requested:**

- Sanctuary
- Social Hall
- Beit Midrash (Library)
- Classroom(s) room(s) \_\_\_\_\_

\*Caterer must be on CBS approved list

**Please list dates & times you would like to reserve the kitchen:**

**Y** Kitchen rental costs \$25/hour

**Start/End Time of Event:** \_\_\_\_\_ / \_\_\_\_\_

<b>Date:</b>			
<b>Start Time:</b>			
<b>End Time:</b>			

**How many people do you expect to attend your event?** \_\_\_\_\_

**Do you wish to use:**

**Food Event:**  Yes  No

- Tablecloths (\$7/table)
- No tablecloths or provide your own

**Catered Event:**  Yes  No  
If yes, who will cater? \_\_\_\_\_

**Do you want a custom table layout?** \_\_\_\_\_

**Y** Custom set-up is \$25/hour

KIDDUSH/SE'UDAH HOSTING & FACILITY RENTAL AGREEMENT  
(PAGE 2 OF 2)

**THE HOST/RENTER UNDERSTANDS THAT:**

- Y All governmental ordinances pertaining to building use, fire, health, and parking standards must be obeyed.
- Y Congregation Beth Shalom takes no responsibility for loss of or damage to personal property. Host/Renter will be responsible for any damage to the building or property.
- Y Congregation Beth Shalom takes no responsibility for damage to personal property.
- Y Host/Renter will be responsible for any damage to the building or property.
- Y A 50% deposit is required to hold the reservation. Balance due 30 days prior to the event.
- Y Use of alcoholic beverages at Beth Shalom for other than ritual purposes requires a Banquet Permit. The host/renter must provide a copy of the Banquet Permit to the Program Director at least one week prior to the event. Host/renter is responsible for displaying the permit during his/her event as described on the permit.

I have read the hosting and facility rental guidelines and agree to the terms of the kiddush/se'udah hosting and use and/or rental of the requested facilities at Congregation Beth Shalom.

\_\_\_\_\_  
Signature of Sponsor/Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Program Director

\_\_\_\_\_  
Date

~ Congregation Beth Shalom ~

**PLEASE DATE & SIGN, THEN RETURN THIS CHECKLIST TO THE FRONT OFFICE.**

*Remember that it is your responsibility to leave the kitchen completely clean, according to the standards on the "Checklist for Kitchen Use". A cleaning fee of \$25 per hour will be charged if Beth Shalom's custodial staff must complete the work.*

**CHECKLIST FOR KITCHEN USE R**

- q All kitchen items must be washed, rinsed, dried and returned to their proper place.
- q Scour baking sheets even if parchment was used.
- q Pitchers must be washed and dried and returned to their proper place.
- q All appliances used must be damp-wiped and covered, if covers are available.
- q Counters and sinks must be washed with bleach and dried.
  - q Spray bottle with bleach solution and scrub brush are available in the kitchen.
  - q All food debris removed from the sink, drain traps, and dishwasher.
- q Wipe down doors of refrigerators to remove food smudges and water marks.
- q Refrigerator shelves must be wiped clean.
- q Any spills on the stove top, in the oven, or in the microwave must be washed.
- q Stove back splash and knob area must be thoroughly cleaned.
- q All cutting boards must be washed, bleached, rinsed, and thoroughly dried.
- q Used towels, aprons, and rags - soak in bleach and water in bucket under the sink.
- q Label all food leftovers. On Shabbat, use the pre-prepared labels.
- q Hours of kitchen use must be reported to the office.
- q All food, supplies and decorations must be removed within 2 days after the event.
  - q No food or other items may be removed on Shabbat.
- q All garbage and cardboard boxes must be taken to the dumpsters.
  - q Put clean garbage bags in trash cans.
- q Sweep and mop kitchen floor.

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*By signing below you acknowledge the following: The kitchen must be left 100% ready for the next event according to commercial health standards. You will be charged \$25/hr if additional clean-up is needed.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Reason for kitchen use \_\_\_\_\_ Hours of kitchen use \_\_\_\_\_