



## Bar/Bat Mitzvah Contract

According to Congregation Bet Haverim policy all financial obligations are to be paid in full, three weeks prior to a child's Bar/Bat Mitzvah service. This includes Bar/Bat Mitzvah fees, dues, tuition, and any other outstanding payments. **A Bar/Bat Mitzvah service will take place only when all financial commitments have been fulfilled.**

B'nai Mitzvah Name: \_\_\_\_\_

B'nai Mitzvah Date: \_\_\_\_\_

Contact Person/Parent Name: \_\_\_\_\_

Contact Person's Phone Number(s): \_\_\_\_\_ (c/h/w)

Contact Person/Parent Name: \_\_\_\_\_

Contact Person's Phone Number(s): \_\_\_\_\_ (c/h/w)

### Event Information

Location for Bar/Bat Mitzvah: \_\_\_\_\_

Facility Rental Fee for Location: \_\_\_\_\_

Non-Refundable Location Payment Required: \_\_\_\_\_

\*Note – The Non-Refundable Location Payment will be applied to the full amount of the Facility Rental Fee. This amount is non-refundable and used to secure your location. The Location Fee is due within 30 days of securing your location to hold the venue. If you change or cancel your date, this amount is not refunded.

For the Lavista location, the non-refundable payment amount is \$150, to be applied towards the Facilities Rental Fee.

For outside venues, the amount is subject to change depending on the location. CBH shall not be held responsible for paying this amount upfront to secure a date. The Bar/Bat Mitzvah family shall pay the amount to CBH to forward to the venue.

A Refundable Security Deposit is required in the amount of \$250. This amount may be returned after your simcha, provided there is not any damage.

### Additional Fees

**Security for Event: \$180**

A security guard is required. CBH will hire the Security and have the officer present that day.

**Childcare: \$90**

CBH will hire someone to provide childcare services for young children on the day of your simcha. This person is on site and available for those families bringing young children to the Bar/Bat Mitzvah.

**Custodial/Maintenance Fees: \$300**

CBH will provide a maintenance worker to set-up and clean up for your event. This person is also provided for moving of ritual items should your simcha be located off-site.

**Administration Fees: \$175**

There is a fee for coordinating and processing the B'nai Mitzvot in office.

Breakdown:

Facility Rental Fee: \_\_\_\_\_  
Security Deposit: \_\_\_\_\_ \$250 \_\_\_\_\_  
Additional Fees: \_\_\_\_\_ \$745 \_\_\_\_\_  
Total Amount Due: \_\_\_\_\_  
Minus Location Fee: \_\_\_\_\_  
Final Balance Due: \_\_\_\_\_

I have been provided with and have reviewed a copy of the Congregation Bet Haverim *Bar/Bat Mitzvah* Guidelines. I agree to the terms of these guidelines. I have enclosed the required Facilities Fees, additional charges, and security deposit. If I have not enclosed them, **I understand and agree that the location fee is due 30 days after selection in order to secure the space. All fees must be paid in full and received by the CBH office no later than 3 weeks prior to the event.** This document shall not constitute a waiver of any charitable immunity to which I or any CBH members I have designated to act on my behalf may be entitled under applicable law.

Signed \_\_\_\_\_  
Contact person for the event

Date: \_\_\_\_\_