

Celebrating your Bar or Bat Mitzvah @ the Bayit

A resource guide for planning
your child's simcha

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Introduction

We are excited to host your simcha here at the Bayit. The rabbinic team and office staff are here to help you through the planning process and our maintenance staff takes great pride in ensuring that your event runs smoothly.

Our Bayit is a values and mission-driven synagogue. We look forward to incorporating these values into your event:

- *Joy:* We look forward to celebrating with you and express that by bringing music and dancing into your simcha at appropriate moments.
- *Community:* There are different ways to share your simcha with the kahal so that we can share your joy. We look forward to exploring them with you.
- *Respect:* Respect for the building, Bayit minhagim (customs/traditions), for our staff, for our members and for the celebrants are core values at the Bayit.
- *Tzedakah:* There is no charge for clergy to officiate at your simcha or spend time assisting with the planning. Please consider a donation to the Discretionary Fund and/or the Simcha Fund as a way to make tzedakah a part of your simcha.
- *Women's Participation:* There are multiple opportunities for women and girls to receive kibbudim and participate in tefilla. The rabbinic staff looks forward to discussing the options with you.
- *Welcoming & Accessibility:* Please visit thebayit.org/welcoming for resources and policies designed to make all your guests feel welcome at the Bayit.

Please keep the following in mind as we plan a meaningful and enjoyable simcha:

- The rabbinic team is available to consult with you and develop a vision for the religious components of your simcha.
- Room rentals and dates are not confirmed until you complete the room rental form and remit your security deposit.

Contact List

- Calendar, Room Reservations, Kiddush Sponsorships and Building Setup:
Richard Langer, Executive Director: richard@thebayit.org, 718-796-4730 x 104
- Ritual, Halakhah, Vision and Officiation: Shul Boxer Rieser, Assistant to
Rabbis Weiss & Exler: shuli@thebayit.org 929-269-2892
- Weekly Bulletin (for Mazal Tov or sponsorship wording): Susanna Kochan,
Communications Associate: susanna@thebayit.org, 718-796-4730 x 101
- Kibbudim at Bayit tefillot: Hillel Jaffe, Gabbai: gabbai@hir.org

Ways to Celebrate @ the Bayit

Every child is unique and we offer a variety of different ways to celebrate each child during tefilla @ the Bayit. Options include:

- **Shabbat Morning:**
 - Join the Main Sanctuary tefilla
 - Boys are invited to read some or all of the Torah portion and/or Haftarah. Leading tefilla options are available as well.
 - Girls are invited to
 - Give a speech at the end of tefilla, or
 - Have a women's tefilla for Shacharit and Torah Reading in the Main Sanctuary. Regular Shacharit will take place in the Beit Midrash and all will be invited to join the women's tefilla for torah reading (after the conclusion of haftarah downstairs). Following haftarah at women's tefilla the service will conclude with a standard mussaf.
 - Both boys and girls can celebrate with a separate tefilla with invited guests only. Whether you wish to have a partnership minyan, women's tefilla (including mussaf), or just want a smaller group that is more comfortable for your child, having a private tefilla may be a better option for your family.
- **Shabbat Afternoon:** Many families choose to celebrate by having the bar or bat mitzvah celebration at Shabbat Mincha. The shorter service and torah portion as well as the option to continue the celebration after Shabbat with music and a video are highlights of this option.
- **Holiday or Sunday (w/Torah reading):** Monday Federal holidays, Sundays of Rosh Chodesh and Chanukah along with Thanksgiving are great options for those who want to celebrate on a weekday.

There is no charge to have your simcha during a Bayit tefilla. To reserve a room for a private tefilla, Shabbat meal, party (with or without an attached tefilla) or to sponsor a kiddush please see pages 9 - 14.

Sponsorships & Fees- All Events

- **Security Deposit:** A refundable security/damage deposit is required for all room reservations.
 - For room rentals exceeding \$1,000 or 100 guests: \$500
 - For smaller room rentals: \$250
- **Security Guard**
 - The rate as of Fall 2023 is \$70/hour with a 4-hour minimum.
 - A security guard is required for
 - All events with 100 or more guests
 - All events where the front door will be unlocked. Smaller groups may request that the doors remain locked and distribute an entry code to visitors.
 - *Doors may not be unlocked or propped open when a security guard is not present. Propping unguarded doors open will result in the forfeiture of your deposit. The Bayit reserves the right to refuse future rentals to any host who violates this rule.*
 - For Shabbat events, hosts will be charged for the security guard starting at 12:30pm.
- **Rental Equipment:** The Bayit has a large inventory of tables, chairs and other equipment. Hosts are welcome to bring in supplemental equipment such as cocktail tables, bars, games and tents to enhance their simcha. The following rules and fees apply:
 - Equipment must be delivered on Erev Shabbat or Yom Tov. Early deliveries will be accepted upon special request and may require a storage surcharge.
 - Equipment must be removed by 10:00am on the day after the event. Requests for late pickup will be granted for days when the space will not be used for another event. There is no fee for this consideration, but it is offered on an “as-available” basis only.
 - Chair rentals: Hosts who rent chairs will be assessed a \$250 fee.

Shabbat Morning Celebrations

Shacharit in the Main Sanctuary followed by Kiddush: If it is within your means, sharing your simcha by sponsoring kiddush is a beautiful way to have the kahal participate in your celebration. Visit thebayit.org/kiddush for current menus and pricing. If you have a large contingent of guests, we recommend adding 50% to the listed price of the sponsorship to ensure enough food for everyone. If you are not planning to sponsor kiddush, please let us know, so that we can offer the opportunity to other members.

Weather permitting, if a lunch is planned for the Social Hall, kiddush will be on the Terrace.

If no lunch is planned, kiddush will be in the Social Hall.

In case of inclement weather, the kiddush will be moved to the Social Hall and turnover time will be needed to reset for lunch.

Speeches: Starting 15 minutes after the end of tefillah or after kiddush you are welcome to have your guests join you in the Main Sanctuary or Lower Level Beit Midrash (subject to availability) for speeches.

Shabbat Luncheon for Invited Guests: \$15/pp, \$400min, \$1800max. Small groups (60 or fewer) are invited to have lunch in the 2nd Floor Beit Midrash which will be available for setup beginning at 10:00am. Larger groups will be served in the Social Hall. Caterers will have access to the Social Hall beginning at 9:30am. If kiddush will be indoors, the caterers will have access to the smaller section of the Social Hall to stage the luncheon setup to speed up the transition from kiddush to luncheon.

Shabbat Morning Celebrations

- **Simcha with a private tefilla for Shacharit and Kiddush/Luncheon for invited guests:**

- Tefilla and speeches in the Lower Level Beit Midrash followed by Kiddush Luncheon in the Left Hand Social Hall: \$1,800 (up to 200 guests)
- Tefilla and Luncheon in the Left Hand Social Hall: \$3,000 (recommended for 200+ guests)

- **Seder Hayom (Order of the Day)**

Tefilla in the Beit Midrash followed by Kiddush/Lunch in the Social Hall

- Tefilla in the Beit Midrash. Start time at the host's discretion
- Caterer will have access to Kitchen/Social Hall starting at 9:30am

Whenever possible the Bayit's kiddush will take place on the Terrace. In cases of inclement weather, kiddush will be in the Left Hand Social Hall. We will work with your caterer to make the transition as rapid as possible.

- Light Kiddush and Speeches in the Lower Level Beit Midrash at the host's discretion
- Lunch in the Social Hall:
 - *If Bayit kiddush is on the terrace: at the host's discretion*
 - *If Bayit kiddush is in the Left Hand Social Hall: 1:00pm*

Tefilla in the Social Hall followed by a break for speeches and a return to the Social Hall for luncheon

- Tefilla in the Left Hand Social Hall. Start time at the host's discretion
- Caterer will have access to Kitchen/ Right Hand Social Hall starting at 10:00am
- Light Kiddush following tefilla in the Social Hall at the host's discretion.

Whenever possible the Bayit's kiddush will take place on the Terrace. In cases of inclement weather, kiddush will be in the Lower Level Beit Midrash. We will work with your caterer to make the transition as rapid as possible.

- Speeches in the Main Sanctuary: 15 minutes after the end of tefilla (approx. 11:45am, adjusted for longer Torah portion or tefillot)
- Lunch in the Social Hall: approx. 45 minutes after kiddush

Shabbat Afternoon Celebrations

Simcha with a private tefilla for Mincha followed by Seudah Shlishit, Maariv/Havdalah. Melave Malke:

- tefilla and speeches in the Lower Level Beit Midrash followed by Seudah Shlishit in the Social Hall: \$1,600 (*up to 200 guests*)
- tefilla and speeches in the Main Sanctuary followed by Seudah Shlishit in the Social Hall: \$2,200 (*recommended for 200+ guests*)

• Seder Hayom (Order of the Day)

Tefilla in the Lower Level Beit Midrash followed by Seudah Shlishit in the Social Hall

- Invitation time at the host's discretion. *Two hours before sunset recommended. (adjust earlier/later during extremes of winter/summer)*
- Caterer will have access to Kitchen/Social Hall at the conclusion of any kiddush and/or lunch.
- Recommended event timeline:
 - Greeting Guests: 15-20 minutes
 - Mincha and speeches: 60-75 minutes
 - Seudah Shlishit in the Social Hall: 90-105 minutes
 - Maariv: 10 minutes (or join Bayit maariv at shkiah)
 - Havdalah and Melave Malke: up to 90 minutes.

Tefilla in the Main Sanctuary followed by Seudah Shlishit in the Social Hall

- Invitation time at host's discretion, however mincha must conclude no later than 40 minutes before sunset. *Two and a half hours before sunset is the recommended start time.*
- Caterer will have access to Kitchen/Social Hall at the conclusion of any kiddush and/or lunch.
- Recommended event timeline:
 - Greeting Guests: 20-25 minutes
 - Mincha & Speeches: 60-75 minutes
 - Transition from Sanctuary to Seudah Shlishit: 20 minutes
 - Seudah Shlishit: 90-105 minutes
 - Maariv: 10 minutes (or join Bayit maariv at sunset)
 - Havdalah and Melave Malke: up to 90 minutes.

Sponsorships & Fees- Friday Night & Kiddush

- **Private Friday Night Dinner:** \$10pp, \$300 minimum, \$1200 max: Your event will take place in the best available space based on the size of your party. Options include the Left Hand Social Hall, Lower Level Beit Midrash and 2nd Floor Beit Midrash. We will do our best to serve the meal in your preferred location, subject to availability.
- **Joining the Tent for Friday Night Dinner:** \$25 per person for the basic menu. Hosts may order additional items at their own expense directly from the caterer to enhance the meal for all participants. Please check with the office for caterer contact info and the expected number of attendees.

- **Simcha at Shacharit in the Main Sanctuary followed by Kiddush:** If it is within your means, sharing your simcha by sponsoring kiddush is a beautiful way to have the kahal participate in your celebration. Visit thebayit.org/kiddush for current menus and pricing. If you have a large contingent of guests, we recommend adding 50% to the listed price of the sponsorship to ensure enough food for everyone. If you are not planning to sponsor kiddush, please let us know, so that we can offer the opportunity to other members.

Weather permitting, if a lunch is planned for the Social Hall, kiddush will be on the Terrace. If no lunch is planned, kiddush will be in the Social Hall. In case of inclement weather, the kiddush will be moved to the Social Hall and turnover time will be needed to reset for lunch.

- **Speeches:** Starting 15 minutes after the end of tefilla or after kiddush you are welcome to have your guests join you in the Main Sanctuary or Lower Level Beit Midrash (subject to availability) for speeches.
- **Shabbat Luncheon for Invited Guests:** 80 or fewer guests: \$15/pp, \$400min, 80-199 guests: \$1200, 200+ guests: \$1800. Small groups (60 or fewer) are invited to have lunch in the 2nd Floor Beit Midrash which will be available for setup beginning at 10:00am. Larger groups will be served in the Social Hall. Caterers will have access to the Social Hall beginning at 9:30am. If kiddush will be indoors, the caterers will have access to the smaller section of the Social Hall to stage the luncheon setup to speed up the transition from kiddush to luncheon.

Optional Fees- Shabbat Events

- **Additional options for Shabbat Day:**

- Use of the Lower Level Beit Midrash during a luncheon in the Social Hall: \$600
- Extended use of the Social Hall for Seudah Shlishit: \$400
- Use of the Right Hand Social during a luncheon with fewer than 200 guests: \$600

Drop-off catering with no wait staff: For private Shabbat meals with fewer than 50 guests Bayit maintenance staff will assist with setup and cleanup. Fee is \$10/pp, \$50, minimum, \$250 max per meal. All food must be delivered before Shabbat.

Weekday Celebrations

Main Floor for Private Tefilla and/or Speeches followed by a Social Hall Reception w/Music and Dancing:

- **2/3's Social Hall Room Rental:** \$2,250
- **Full Social Hall Room Rental :** \$2,850 (required for groups of 200+)

Sample Program

- Light refreshments in the Lobby
- Shacharit or other tefilla in the Sanctuary if desired
- Speeches in the Sanctuary
- Reception in the Social Hall with music, dancing, games and chesed project
- Slideshow

Social Hall w/Music and Dancing

- **2/3's Social Hall Room Rental:** \$1,450
- **Full Social Hall Room Rental :** \$2,050 (required for groups of 200+)

Sample Program

- Light refreshments in the Lower Level Lobby
- First course and speeches in the Social Hall
- Mitzvah Dancing
- Main Course
- Chesed project and games
- Dessert and slideshow

General Building Policies

- **Vendors:** All vendors must be pre-approved by the shul and must provide a Certificate of Insurance before working at the Bayit. Please do not sign contracts or give a deposit until you confirm that the vendor will be able to work in the building. For Shabbat and Yom Tov events all deliveries must be made in advance.
- **Alcoholic Beverages:** It is the firm belief of synagogue leadership that meaningful and enjoyable religious and social events do not require alcoholic beverages. With limited exceptions, no alcohol may be served at Bayit functions. Alcohol may be served at private events at the hosts' discretion.
- **Environmental Impact:** Our building recycles and composts food waste whenever possible, and the Bayit uses compostable or re-usable tableware whenever possible. Hosts and their vendors are encouraged to avoid single-use plastics and to follow posted guidelines for sorting garbage.
- **Party Favors and Decorations:** Please avoid any decorations, activities or party favors that may damage the building or put an unreasonable cleanup burden on our maintenance staff. The use of silly string and confetti or attaching any decorations to the walls and/or ceilings is prohibited. Activities that involve cooking or baking, painting, candle making etc. must be approved by the shul in advance.
- **Safety & Security:** The safety of our guests and staff is a priority.
 - **Security Agent:** A security guard will be posted at the Main Entrance for the duration of your event and the cost will be added to your bill. Smaller parties (fewer than 100 people) may request that we keep the doors locked and distribute an access code to their guests.
 - **Supervising Children & Teens:** Children should be supervised and constructively engaged during your event. Children are welcome to use the playground only when properly supervised. Children and teens should not be playing in the elevator or using the stairwells as a "hang out" or play space.
 - Please ensure that equipment, tables and chairs do not block the fire exits and that there is adequate space between tables and chairs for emergency egress.
 - Vendors should consult with our facilities staff to ensure that electric equipment is plugged in to the correct outlets to spread the load to different circuits.
 - Doors must remain locked at all times. Propping doors open is strictly prohibited.