

Steps to a successful Simcha at TBZ

A simcha is a happy time and the staff of TBZ want to be as helpful to you as possible to make sure everything runs smoothly for your events. We hope this list will help.

The main contact for all simchas is the Executive Director, Susan Diller – 617.566.8171 x 10 – execdirector@tbzbrookline.org). Please contact her with any questions, not addressed below, as well as any other concerns.

Common Questions:

What is the setup of the room that you want? *(we have sample plans) This is needed one month prior.*

Tables available: 15 - 60" round tables, 6 - high tops, 13 - 8' tables, 13 - 6' tables, 3 - 4' tables

How many people can the community and meeting room hold for the Kiddush? 275

How many congregants should we figure will be at Shabbat services? 80-100 TBZ members

Included with the B'nei Mitzvah Kiddush package is:

1. Room set up before the event
2. Kitchen supervisor (Maira) available to help prepare the Kiddush
3. Use of TBZ supplies as needed including: wine for kiddush (ceremonial only), 2 regular size challot.
4. Seltzer, coffee and tea are available as needed.
5. Use of our white tablecloths, utensils and paper goods which are all compostable.

When should deliveries be made? *Deliveries of food and flowers must be made before 1:00 PM on the Friday of the event.*

Sanctuary Flowers: *artificial flowers in the sanctuary will be in place to enhance the space. If you desire, you may bring in fresh flowers for your event.*

Who provides candies to be thrown at the Bnei Mitzvah? *TBZ provides the candies that are thrown at the guest(s) of honor.*

What about pictures and video? *Photos during the event are not allowed, however you can make arrangements with the office to do pictures before Shabbat, usually during the last rehearsal.*

What about Kippot? *TBZ has a supply of various kippot. If you decide to provide them, the number, color, etc is up to you. Many people decide to make up enough for everyone who attends the simcha so they can have them as a memento. There is no requirement to supply kipot.*

How many people can fit into the sanctuary? *The sanctuary can hold approximately 350 people (maximum)*

Can we bring in additional food? *NO food can be brought in that is not kosher, this means that only food that is marked with kosher certification from a recognized kosher caterer is allowed. This includes food prepared in your own home kosher kitchen.*

Is drumming provided at Bnei Mitzvah services? *If you are interested in having a drummer at the service please contact Ron White by email at hubhealing@gmail.com a month before the Bar/Bat Mitzvah to arrange for him to play during services. Payment of the \$100 dollar honorarium for this service can be made directly to him or by means of a check payable to Ron White sent to TBZ and it will be forwarded to him by the office.*

Is there a model or a sample of the Service/Brochure? *The office has samples of service brochures you can use as a model for your own program. Please contact the office if you would like a copy of the samples we have and they will send you a digital copy.*

Who are the approved caterers? *Caterers must be kosher with a hecksher approved by Rav Claudia. Food cannot be cooked on Shabbat and MUST be delivered before Shabbat. If your caterer is not listed here, please contact Susan Diller to get approval.*

- 1) Ora Catering, www.oracatering.com, 617.566.2147, OraCatering@comcast.net (Va'ad)
- 2) Catering by Meital 413.739.2770, www.cateringbymeital.com, Cateringbymeital@gmail.com (Springfield Va'ad)
- 3) Yoel Konstantine- Dushez Catering, www.dushezcatering.com, 617.953.2449 yoel@dushezcatering.com (Va'ad)
- 4) Tova's Catering, www.tovascatering.com, 508.286.2242, tova@tovascatering.com (Va'ad)
- 5) Catering by Andrew, www.cateringbyandrew.com, (617) 731-6585 (Va'ad)
- 6) Inna's Kitchen, www.innaskitchen.com, (hecksher approved by Rav Claudia)

Private family dinner on Friday night? *Families can rent space at TBZ (community room or meeting room) for Friday night dinner. Dinner must happen after services end (after 7:30pm), Same restrictions for catering, Rental is not available when there are tbz events on Friday night (like Shabbat Nariya or community dinners) check with the office about availability.*

Saturday night private party? *TBZ is also available to be rented for Saturday night or Sunday celebration. Member rental fee applies. Same catering restrictions. Saturday night party must start after shabbat ends.*

Note: *B'nei mitzvah celebrations that do not happen on shabbat morning (afternoon, mincha/havdalah, Sunday Rosh Hodesh or Monday holiday) rental fees apply for celebration in the community room following service.*