

## 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 we can in order to help make sure everything runs smoothly for your events. We hope this little list will help.

The main contact for all simchas is the Executive Director, Steven Greenberg – 617.566.8171 x 10 (508.897.9074 cell – [execdirector@tbzbrookline.org](mailto:execdirector@tbzbrookline.org)). Please contact him with any questions that we haven't addressed below, as well as any other concerns.

1. What is the setup of the room that you want? / Do we need to tell you how we need the room set up?
  - A. You and your caterer should decide this – we have examples of what people have done in the past.
  - A. We need this information at least one week before your event.
  
2. What does the caterer need to know about using the kitchen at TBZ?
  - A. The kitchen is kosher and dairy.
  - A. If you want to have a meat meal it needs to be koshered before and after the event.
  
3. What is included in our sponsorship of the Kiddush on the day of the BM? Is this extra or have they paid this in the BM fee?
  - A. Included with the B'nei Mitzvah Kiddush package is:
    1. room set up before the event,
    2. the use of Maira (our Accommodator – food preparer )or a replacement the day of the event,
    3. use of TBZ supplies as needed including: wine for kiddush (ceremonial only), regular size challah (usually from the freezer,)
    4. Seltzer, coffee and tea are available as needed.
    5. Use of our white tablecloths, utensils and paper goods. Any other colors would be supplied by you and your caterer.
  
4. What size tables does TBZ have?
  - A.
 

15	60” round tables
6	high tops
13	8 foot rectangular table
13	6 foot “ “
3	4 foot “

    - A. What size table cloths does TBZ have?
 

82” x 82”	for the round tables
54’ x 108”	for rectangular tables
  
5. What color tablecloths, color plates, bowls, utensils and napkins does TBZ have?
  - A. White

6. What is the size of the event space?

- A. the Community Room is 53 feet wide by 42 feet
- A. the Meeting Room is 16 feet wide by 42 feet

7. What are the rules about parking?

A. Parking and Drop-off/Pick-up: TBZ does not have a parking lot, only on-street parking. There is typically street parking on Beacon Street (metered and unmetered) as well as Lancaster Terrace and Westbourne Terrace (side streets off of Beacon and unmetered). You can visit [www.tbzbrookline.org/parking-consideration/](http://www.tbzbrookline.org/parking-consideration/) to download a parking pass to place in your car window. Police will not ticket you if you have a parking pass. The meters on the other side of Beacon Street from TBZ (inbound; on the other side of the T tracks) are for 10 hours (in 2-hr increments). There is always enough parking but you may want to leave some extra time to find a spot if you are unfamiliar with the area. Kids can be dropped off and/or picked up in front of TBZ.

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

- A. Upwards to 275 people – more than this is VERY tight

9. How many congregants should we figure will be at Shabbat services?

You should figure that 100 TBZ congregants will attend your simcha if it is during regular service hours.

10. How many tables will we need and how should they be set up?

A. Tables are usually set up with 10 chairs around each round or 8 foot long rectangular table. We don't account for seating for every person; many folks stand as a matter of preference. You may ask to reserve some tables for family members whom you want to accommodate. Model room setups are available through the office and should be sent to the office at least one week prior to the event. If you are having your event catered, your caterer will be able to assist you with the best set up.

11. When should deliveries be made?

- A. Deliveries of food and flowers should be made before 1:00 PM on the Friday before the event. Additional Supplies should be left with the executive director, Steven Greenberg.

12. Who are the approved caterers that have worked at TBZ? If your caterer is not on the list please check with the Rabbi before contracting with them to make sure they are comfortable with their kosher certification.

- A.
  - 1) Ora Catering 617.566.2147 OraCatering@comcast.net
  - 2) Catering by Meital 413.739.2770 Cateringbymeital@gmail.com
  - 3) Ari Kendall-Chic Chaka Food Truck 339.364.0522 Ari@ChikChakFoodTruck.com
  - 4) Yoel Konstantine- Dashes Catering 617.953.2449 yoel@dushezcatering.com
  - 5) Tova's Catering – 508.286.2242, tova@tovascatering.com
  - 6) **See the google list for additional caterers and other resources**

13. Is drumming provided at all BM SERVICES?

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- A. If you are interested in having a drummer at the service please contact Ron White by email at [hubhealing@gmail.com](mailto: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.

14. Can we bring in additional food?

- A. 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 foods prepared in your own home kosher kitchen unless you have explicit permission from a TBZ Rabbi.

15. Is a Ceremonial Sized Challah provided by TBZ?

- A. If you prefer to use a ceremonial size challah for saying the motzi in the Sanctuary, you must supply this from a bakery, Kupels sells them for around \$60.00. Otherwise, TBZ will supply two regular-sized challahs.

16. Sanctuary Flowers:

- A. The 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.

17. Who provides candies to be thrown at the BM?

- A. TBZ provides the gummy candies that are thrown to the guest(s) of honor.

18. What about Kippot?

- A. TBZ has a supply of various kippot if you decide not to provide them for your guests. If you do 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.

19. Is there a model or a sample of the Service/Brochure?

- A. 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 of them.

20. What about pictures and video?

- A. Photos during the event are not allowed, however you can make arrangements with the office to do pictures before Shabbat. This includes having access to taking pictures with a Torah if desired.

21. What about music?

- A. Music is allowed on Shabbat but only Jewish music such as klezmer.

22. How many people can fit into the sanctuary?

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A. The sanctuary can hold approximately 250 – 275 people (but is usually set up for 200)

Inclusion:

What's that extra table at kiddish and temple events?

Jews love to eat together. Through the ages, Jews have used food to celebrate holidays and life cycle events and, at a deeper level, to enhance a sense of community. At TBZ, we take great pleasure in this tradition. At the same time, we are aware that the meals we so enjoy sharing can pose serious health risks to members with food allergies. These allergies range in severity from stomach aches, head aches, rashes, and respiratory distress to the life-threatening reaction known as anaphylaxis, which can be fatal without immediate medical intervention. Out of respect for these members, and following the principle of Kol Yisrael arevim zeh bazeh—"We are all responsible for each other"—we have set aside a special table where those with allergies or sensitivities will find an array of foods: gluten-free bagels, rice crackers, dairy-free cream cheese, hard cooked eggs and a vegan (parve) kugel.

We ask everyone to be mindful. Please do not take food from this table if you do not have a food allergy or sensitivity.