

CONGREGATION

# KOL HAVERIM

## Bar/Bat Mitzvah Handbook for Parents

*A ready-reference guide to your child's Bar/Bat Mitzvah Ceremony*



1079 Hebron Avenue, Glastonbury, Connecticut 06033  
[www.kolhaverim.org](http://www.kolhaverim.org)

Ph: 860- 633-3966  
Fax: 860-657-2799

## Table of Contents

<b>Introduction and Welcome</b>	<b>3</b>
A History of Bar/Bat Mitzvah Ceremonies	
Mitzvot Related to Becoming Bar/Bat Mitzvah	
<b>What Should We Expect?</b>	<b>5</b>
Scheduling: An Overview	
Requirements for Becoming a Bar/Bat Mitzvah	
The Mitzvah Project	
Tutoring	
The Speech	
Honors	
Music	
The Shabbat of your Child's Bar/Bat Mitzvah Service	
<b>Guidelines</b>	<b>11</b>
Invitations	
The Service Booklet	
Friday Night Oneg	
Saturday Morning Kiddush	
<i>Gabbayim</i>	
Ushers	
Presentation of Congregational Gifts	
Audio and Video Recordings	
Photography	
Pulpit Flowers	
Social Hall Use	
Decorations	
Synagogue Access	
Video Games and Gambling	
Other Customs	
<b>Financial Policies</b>	<b>16</b>
<b>APPENDIX</b>	<b>17</b>
Bar/Bat Mitzvah Checklist	
Aliyah and Torah Reading Grid	
Aliyah Text	
Vendor List	
Torah Reader List	
Temple Facilities Rental Application	
Building Fees	
Rules Regarding Rental of Temple Facilities	
Social Hall Layouts	
Taylor Rental Coupon	

## Introduction and Welcome

Mazel tov on reaching this important milestone!

The Bar/Bat Mitzvah is a significant event in your student's educational life. We are hoping to work in partnership with you to create a meaningful experience. This booklet is intended to help you through this process, to provide the information that you might need. I speak for all the staff at Congregation Kol Haverim when I say that we are happy to answer your questions and provide guidance.

May this experience become the gateway for your student to a lifetime of scholarship, spirituality, and righteousness.

Rabbi Dr. Kari Tuling

### **A History of Bar/Bat Mitzvah Ceremonies**

All societies determine a specific age that separates childhood from adulthood—the age when an individual assumes his or her religious and communal responsibilities to the society in which he or she lives. Like most traditions, the ceremonies connected with becoming a Bar/Bat Mitzvah at age thirteen evolved over time. It has always been viewed as one moment in the process of spiritual growth and commitment to the Jewish people.

The establishment of becoming a Bar Mitzvah at thirteen years plus one day for boys and a Bat Mitzvah at twelve years plus one day for girls has several origins. The Talmud records that during the time of the Second Temple (520 B.C.E.–70 C.E.), it was traditional for Sages to bless a child who had completed his first fast day at the age of twelve or thirteen. In *Pirkei Avot* (Ethics of the Fathers, second century C.E.) it is written, “At thirteen one is ready to do mitzvot.” By the time the Talmud was completed in the sixth century C.E., boys of thirteen years plus one day had assumed full responsibility for performing the mitzvot, hence the term ‘Bar Mitzvah,’ “son of the commandment.” This custom also had legal ramifications: These boys were now counted in a minyan and could act as witnesses. There was no formal rite, only a public blessing by the father including a statement that he was no longer responsible for the sins of his son.

The earliest Bar Mitzvah ceremony consisted of blessing and reading the last section of the weekly portion of the Torah, the *maftir* (meaning the extra reading), since the boy was not a Bar Mitzvah until after the service, and reading the *haftarah* portion. The most important part of the rite was a *d'rashah* or *d'var Torah*, a sermonette on the Torah or haftarah portion. Since the Bar Mitzvah was assuming adult religious responsibilities, he was expected to show his understanding of those responsibilities to his family and, more importantly, to the community. Structurally, the Bar Mitzvah ceremony is essentially the same as it originally was. It wasn't until the seventeenth and eighteenth centuries that we find records of a Bar Mitzvah being invited to lead part of the worship service.

A public ceremony in celebration of a girl becoming a Bat Mitzvah (daughter of the commandment) did not come into formal being in North America until 1922. Dr. Judith Kaplan-Eisenstein, the daughter of Rabbi Mordecai Kaplan, the founder of Reconstructionist Judaism, blessed and read the Torah portion from a book “at a respectable distance” from the Torah scroll. The regular celebration of girls becoming a Bat Mitzvah came into prominence in Reform congregations particularly in the second half of the 20th century and is generally identical in form to the celebration of a Bar Mitzvah.

It should be noted that the rite of Confirmation originated in the Reform Movement in Germany in 1810 and included girls in 1817. Since it was felt that a thirteen-year-old was too young to understand the precepts of Judaism, the celebration of a boy becoming a Bar Mitzvah was dropped in favor of Confirmation, which was held at age sixteen or seventeen because that was deemed a more mature age to assume the responsibilities of Judaism. Today, most Reform congregations hold both ceremonies.

### **Mitzvot Related to Becoming Bar/Bat Mitzvah**

Some of the mitzvot (sacred obligations) related to becoming Bar/Bat Mitzvah:

- ◆ Preparing daughters and sons for their Bar/Bat Mitzvah ceremonies by emphasizing the deep spiritual significance of *aliyah l'Torah*, ascending to the reading and the blessing of the Torah.
- ◆ Discussing with children the content of their Torah portion and haftarah (prophetic reading).
- ◆ Helping children to understand that they are vital links in an unbroken chain of Jewish men and women who have studied and cherished the Torah.
- ◆ Selecting a family *tzedakah* or social service project as part of Bar/Bat Mitzvah preparation.
- ◆ Focusing the attention of the entire family on the primacy of the religious service rather than on whatever celebration is to follow.
- ◆ Inviting family, friends, classmates and congregants to a *kiddush* (the blessing of wine and challah) following the service.
- ◆ Including religious school classmates in the Bar/Bat Mitzvah party
- ◆ Instructing children in the importance of Jewish education beyond Bar/Bat Mitzvah and especially through Confirmation.
- ◆ Helping children to understand that, through the group ceremony of Confirmation on the festival of Shavuot, they are renewing the covenant entered into by God and the people of Israel on that day at Mount Sinai.
- ◆ Emphasizing the concept of lifelong Jewish education for all family members.

(Taken, in part, from *What We Believe, What We Do...* , UAHC PRESS, © 1993)

## **What Should We Expect?**

### **Scheduling: An Overview**

This section provides you with an overview of how the process will unfold:

#### ***Step 1: Receiving a date (about 2 years prior to the Bar/Bat Mitzvah)***

Your student will receive his or her Bar/Bat Mitzvah date during the fifth grade year.

Also, during that year, parents will attend a ***Bar/Bat Mitzvah Basics*** seminar, led by the Religious School Principal, to review the Bar/Bat Mitzvah Handbook. ***Bar/Bat Mitzvah Basics*** will explore various aspects of the experience and provide a chance to ask questions.

#### ***Step 2: Group meeting (in the spring prior to your Bar/Bat Mitzvah year)***

Just prior to the school year in which your student will be called to the Torah as a Bar/Bat Mitzvah, there will be a meeting for all of the families led by the Rabbi. This meeting will explain further details of the process. At that point in time, your student will choose a Mitzvah Project and arrange to start working on it (see the section titled 'Mitzvah Project' for more details).

#### ***Step 3: Tutoring (six to eight months prior)***

The Religious School Principal will contact you about six to eight months prior to your student's service in order to provide you with the tutoring schedule (see the section titled 'Tutoring' for more details).

At this time, you should also email the Temple Administrator Chris Bausmith a photo of your student along with a three- or four-sentence bio for *The Voice*, our newsletter.

#### ***Step 4: Mentoring (seven to ten months prior)***

The Bar/Bat Mitzvah mentor program seeks to provide support for families as you prepare for Bar or Bat Mitzvah. Mentors are congregant volunteers who are experienced in the process and eager to answer your questions or to provide guidance or advice. Generally, mentors will contact you approximately 7-10 months before your scheduled date. If you feel you could benefit from a mentor and have not yet been contacted, or if you would like to serve as a mentor to help others, please contact Karen Trager, DRJE, Religious School Principal.

#### ***Step 5: Meetings with the Rabbi (about two months prior)***

During the Bar/Bat Mitzvah service, your student will give a speech, called a D'var Torah, which will take place after the Torah and Haftarah readings.

*(A note for those families with older siblings who have had their Bar/Bat Mitzvah at CKH: this process has changed. Now there is just one speech, not two).*

To write the D'var Torah, the student and his/her parent(s) will meet with the Rabbi in her office for a total of four times (see the section titled, 'The Speech' for more details).

The Rabbi will contact you about two months prior to your student's service in order to set up this series of meetings. You are also welcome to reach out to her if you would like to get started earlier.

This time frame is also when the honors are distributed (see the section titled 'Honors' for more details).

### ***Step 6: Rehearsal(s) (sometime during the week prior)***

In years past, it had been mandatory for the rehearsal to take place on the Friday before the Bar/Bat Mitzvah. You may schedule the rehearsal for that day, but it is not necessary to do so; some families have opted for a different weekday or the Sunday prior. At least one rehearsal must take place prior to the service. It is simply too stressful for the students to lead a service without one. Many students benefit from additional rehearsals, but student needs will vary; the Rabbi will work with you to help your student feel competent and ready to lead. Your student's tutor will also see to it that the student has been practicing on the *bimah*. Every little bit helps!

### ***Step 7: Drop off supplies! (a day or so prior)***

You will need to provide food for the Kiddush after the Saturday morning service, paper goods, and tablecloths. If you have a large group coming to the service on Friday night, you might want to help supplement the usual Friday night oneg as well (see the section titled, "Policies Regarding the Oneg and Saturday Morning Kiddush").

Please feel free to ask questions of the staff: Rabbi Kari Tuling, Educator Karen Trager, and/or Temple Administrator Chris Bausmith. We are here to help you navigate this life cycle event and will work with you to make it a joyous experience.

## **Requirements for Becoming a Bar/Bat Mitzvah**

All Bar/Bat Mitzvah candidates must have satisfactorily met all established requirements of the Education and Ritual Committees. Let us know if you anticipate any difficulties with the completion of these requirements; the Rabbi and/or Religious School Principal would be happy to meet with you.

1. Students must successfully complete a minimum of four consecutive years of Hebrew School (or the equivalent) prior to becoming Bar/Bat Mitzvah.
2. Students are expected to complete the 7<sup>th</sup> grade year regardless of the actual date of the Bar/Bat Mitzvah ceremony and to continue their religious school attendance through Confirmation in the 12<sup>th</sup> grade.
3. Students are encouraged to take part in the *madrichim* program following their becoming Bar/Bat Mitzvah.

In order for Bar/Bat Mitzvah students to be familiar and comfortable with the Shabbat morning service, we encourage students in 6<sup>th</sup> and 7<sup>th</sup> Grades to attend a total of 13 services during the school year, about 6 of which should be Saturday morning services. We also expect students to honor their classmates by attending their Bar/Bat Mitzvah services. We also encourage students to attend Shabbat and holiday services. Please note that parents are warmly encouraged to join their children at services!

## **The Mitzvah Project**

The Mitzvah Project should be completed prior to the Bar/Bat Mitzvah date, sometime during that year. The student should engage in a total of 18 hours of community volunteer work, preferably at an established venue. We are open to creative ideas; generally we prefer active and engaged pursuits (such as serving food at a soup kitchen) over passive fundraising campaigns (such as leaving a box out for others to donate). For ideas and suggestions, check out the following link: <https://www.kolhaverim.org/bar--bat-mitzvah.html>. Be sure to check with the Rabbi and/or Religious School Principal prior to beginning the project.

We will also schedule an annual Mitzvah Project Exchange, where 7<sup>th</sup> and 8<sup>th</sup> graders will share highlights of their completed mitzvah projects with 5<sup>th</sup> and 6<sup>th</sup> graders, offering ideas, challenges and successes to the upcoming Bar/Bat Mitzvah cohort, as well as the opportunity to adopt a project.

## **Tutoring**

Those students preparing to become Bar/Bat Mitzvah will receive individual instruction for 20-24 sessions prior to the ceremony. This instruction is currently provided on Wednesday afternoons between 4:00 and 7:30 p.m.

Each week, during this preparatory period, students take part in an individualized program in which they spend 30 minutes with their Torah/Haftarah tutor and 15 minutes working on the worship service with a peer tutor.

For students with fall dates, appropriate arrangements will be made to begin their tutoring program in the spring. Bar/Bat Mitzvah tutoring takes place during the summer months as well as during the school year.

Practice at home is expected — at least 20 minutes a day during the tutoring period and one hour a day during the four weeks preceding the ceremony. Parents should encourage their student(s) to practice at home on a regular basis.

Parents are also encouraged to touch base with the tutors to monitor their student's progress. Conferences may be held with the family and the Rabbi to discuss a student's progress.

If your child needs additional support, the Rabbi and/or Religious School Principal will work this out with the individual family.

## The Speech

Each student and his/her parent(s) will have four scheduled meetings with the Rabbi to work on the D'var Torah (the Bar/Bat Mitzvah speech):

1. The first meeting is at least an hour (but no more than two hours) long , and involves reading the Torah portion together.
2. The second meeting lasts 30 minutes, and the family discusses with the Rabbi the student's list of three things that he/she found interesting about the portion.
3. At the third meeting, also 30 minutes long, the student links each of those three things to situations in his or her life.
4. At the fourth meeting, also 30 minutes long, the speech is finalized.

Also, as a part of these meetings, the family will discuss the structure of the service and the honors that will be given to friends and family.

The Rabbi will also schedule at least one rehearsal (usually two, but can be as many as five if your student has special needs or finds speaking in public particularly daunting) prior to the service. The last rehearsal may take place on the Friday of the Bar/Bat Mitzvah.

## Honors

There are many ways of including family and friends in the Bar/Bat Mitzvah service. These may include:

- Presentation of *tallit* by Jewish parent(s), grandparent(s), special family member or friend if desired.
- Psalms 33, 92 or additional creative readings (all readings must be approved by the Rabbi).
- Two ark attendants (*shomrim*) will open the ark when the Torah is taken out, and two *shomrim* will close the ark when the Torah is returned.
- One person does *hagbah*, or lifts the Torah at the end of the Torah service. Another person does *g'lilah*, or dresses the Torah. Both must be Jewish.
- Each family may assign up to seven *aliyot* for the Torah reading in addition to that of the Bar/Bat Mitzvah child(ren). An *aliyah* is an honor, which includes reading from the Torah and/or reading blessings in Hebrew before and after each Torah reading. People can come up in groups or couples if desired. A copy of the blessing can be found in the appendix and on the website at <https://www.kolhaverim.org/bar--bat-mitzvah.html>
- An aliyah for a Torah reading can only be assigned to a Jewish adult (13 or older). In the case of an interfaith Bar/Bat Mitzvah family, the Jewish parent is called up for the aliyah and the spouse may accompany him/her but not actually recite the blessings. The Hebrew name of

each person assigned an aliyah should be given to the rabbi prior to the Bar/Bat Mitzvah. A form is included in the Appendix.

- Torah readers are required for each aliyah. Only assign a Torah reading to a Jewish person who is skilled in reading Torah. If you need Torah readers, feel free to ask family members, friends, or classmates who have already become Bar/Bat Mitzvah or anyone in the Torah Corps (a list is attached in the Appendix). The Rabbi is also available to read and can also let you know of other people who might be available.
- The Bar/Bat Mitzvah family chooses the presenter of the congregational gifts. The presenter can be a Kol Haverim Trustee, Kol Haverim committee member, educational staff or tutor. Adequate time (one month) should be given to the presenter so that he/she has time to prepare the presentation. If there is a class gift, the same presenter will also present the class gift. Please see the Appendix for a guide for the presenter.
- *L'dor va'dor* Torah Passing – Grandparents are invited onto the bimah for the Torah passing and are welcome to say a passage provided by the Rabbi. Grandparents of any faith are welcome on the bimah for this honor.
- Feel free to honor those of any faith with English readings/poems from the prayer book or of your choice. All selections need to be approved by the Rabbi.

Please discuss your choices with the Rabbi before finalizing any honors.

## **Music**

Tami Sherman, Cantorial Soloist and Music Director, is available to discuss the music you would like to have in the service. All music selections must be approved by the Cantorial Soloist and Music Director and the Rabbi. If you would like musical accompaniment, you must arrange for that on your own. (As of July 1, 2019, the accompanist is required and the cost will be included in the Bar/Bat Mitzvah Fee. We will arrange for the accompanist at that time.) Please plan to engage the musical accompanist as soon as possible. The name and contact information of our preferred accompanist is listed in the Appendix; if she is not available, please see the list of additional accompanists.

## **The *Shabbat* of Your Bar/Bat Mitzvah Service**

### ***Friday Evening***

Family members of the Bar/Bat Mitzvah are strongly encouraged to participate in the candle lighting and the kiddush at the Friday evening service. Also, the Bar/Bat Mitzvah candidate will offer a special prayer at the beginning of the worship service. The Friday evening service is scheduled for 7:30 p.m. unless it is the first Friday of the month when the service is held at 6:00 p.m.

The Bar/Bat Mitzvah family may choose to supplement the Oneg Shabbat along with the other assigned congregational oneg families. Feel free to bring a cake if you want to.

If you choose, you may use the synagogue for your own family Shabbat dinner prior to the service. Please contact Chris Bausmith, Temple Administrator (860-633-3966, [office@kolhaverim.org](mailto:office@kolhaverim.org)). On the first Friday of the month, we normally have a family service; if your child's Bar/Bat Mitzvah is scheduled for the first Friday of the month, you may join in with family Shabbat dinner. On the second Friday of the month, we normally have a Tot Shabbat with a dinner; on those dates, careful coordination is needed, as the logistics are a bit more complicated.

### ***Saturday Morning***

Please meet the Rabbi in the Sanctuary at 8:30 a.m. on Saturday morning to discuss and review any last-minute questions and/or concerns. Out-of-towners may arrive at this time to practice their Torah readings if they so desire.

Honorees who are chanting an *aliyah* should be familiar with the Torah blessings and practice them prior to the service. The text of the Hebrew blessing and its transliteration will be available on the bimah. A *tallit* is available on the bimah if you or your honorees do not have one. *Tallitot* are also available in the foyer for you and/or your guests.

Should you wish to provide congratulatory candy, we permit only soft jelly candies, and only in the first four rows of the Sanctuary. Chocolate and hard candies are not allowed.

***At the conclusion of worship*** (immediately following the Benediction), the Bar/Bat Mitzvah and his/her parents, grandparents and siblings will have the option to walk to the rear of the Sanctuary with the Rabbi to greet the worshippers as they depart.

The Bar/Bat Mitzvah family sponsors the Kiddush after the service, which includes (at minimum) a challah, juice, coffee, and bagels, danish or coffee cakes (see the section titled, "Guidelines").

## **Guidelines**

### **Invitations**

A sample invitation is included in the Appendix for your reference. Our service starts at 10:00 a.m., but some have chosen to list 9:45 a.m. on the invitation in order to encourage people to be seated and ready for the service by 10:00 a.m. You know your friends and family best! Your invitation might also invite your guests to attend Friday evening worship the night before.

A word regarding party invitations: your children have been in religious school with their classmates for many years. Their religious school class is their community. It is *derech erez* (proper Jewish etiquette) and a Kol Haverim Congregation expectation that you will invite *all* of your child's classmates to the celebration.

### **Order of Worship Booklet**

You are welcome to create an Order of Worship Booklet or handout to identify honorees and introduce guests to the order of service. We are happy to provide examples -- but you are entirely responsible for the creation, typesetting, printing, folding and collating of these supplements.

An Order of Worship Booklet might include:

- A cover page including the name of the child, Rabbi, Cantorial Soloist, Religious School Principal, secular date and Hebrew date, the name of the Torah portion and art work (i.e. a drawing of the Kol Haverim ark)
- Introductory remarks from the family with a brief explanation of the Bar/Bat Mitzvah service
- A listing of the essential sections of the worship service
- A list of aliyot and Torah readers
- A copy of the Torah portion
- A copy of the Haftarah
- Any additional readings and/or song selections – these must be approved by the Rabbi and Cantorial Soloist/Music Director!
- Special thank you messages
- A brief paragraph in memory of family members who have passed.

Prior to printing the booklet, plan to show the text to the Rabbi ([rabbi@kolhaverim.org](mailto:rabbi@kolhaverim.org)) and Cantorial Soloist/Music Director ([tamimusic@cox.net](mailto:tamimusic@cox.net)) for approval.

## ***Friday Night Oneg***

The Board of Trustees representative for the Shabbat of your child's Bar/Bat Mitzvah will contact you (and the other families who have been assigned to that Shabbat) to help coordinate food for the oneg. You may use the Temple tablecloths, paper goods and coffee for the Friday night Oneg Shabbat.

## **Saturday Morning Kiddush**

The Bar/Bat Mitzvah family provides the food, the paper goods, and table cloths for the kiddush. You may use any type of cloths you would like. If you are interested in renting fabric cloths, we have a preferred relationship with a local vendor who will provide the cloths at a discount -- though you are under no obligation to use them. A list of vendors can be found in the Appendix.

You may use the Keurig coffee maker on Saturday but we ask that you please provide your own k-cups. Sugar and artificial sweetener are provided by the Temple, and you are more than welcome to supplement it with milk, cream, or creamers.

## ***Gabbayim***

There are two *gabbayim* assigned to each Bar/Bat Mitzvah to witness the Torah readings and make sure they are read correctly. The ritual committee assigns them from a pool of ritual committee members and Bar/Bat Mitzvah tutors. They are generally assigned at the monthly ritual committee meeting immediately preceding your service.

## **Ushers**

CKH requires two members of the Congregation to be ushers.

Ushers:

- Must be adult Temple members
- Should arrive 30 minutes prior to the service
- Welcome guests
- Hand out books, orders of worship and *kippot*
- Help guests find seats if needed
- Maintain proper decorum during the service
- Ensure people are not using cameras, videos and cell phones for photography
- Keep Sanctuary doors closed during the service
  - Can allow people in before the *Bar'chu*
  - Cannot allow people in while congregants are standing
  - Congregants cannot go in or out during the Torah service
  - People can leave after the Torah service concludes

## **Presentation of Congregational Gifts**

The Bar/Bat Mitzvah family chooses the presenter of the congregational gifts. The presenter can be a Congregation Kol Haverim Board Trustee, committee member, educational staff or tutor. Adequate time (1 month) should be given to the presenter in order that he/she has time to prepare the presentation. If there is a class gift, the same presenter will also present the class gift.

Kiddush Cup and Bar/Bat Mitzvah Certificate – Gifts from the Sisterhood  
High Holiday prayer book – A gift from the Board of Trustees  
\$250 Certificate from NFTY - to be used for a peer trip to Israel  
Class gift – if applicable

## **Audio and Video Recordings**

You may arrange for audio and/or video recording of your student's ceremony. Such recordings should be done in a way that is unobtrusive and does not disturb the sanctity of the worship service. Video cameras must be stationary, on a tripod, in designated areas of the Sanctuary. Hand-held video cameras are not allowed. Additional lighting is not allowed.

## **Photography**

Still photography is only allowed from a single, stationary vantage point in the back of the Sanctuary next to the main doorway. The photographer must be standing in the same place as the videographer. Guests cannot use their own cameras or electronic devices during the service to take videos or photos.

Family pictures may be taken before the service (until 9:30 a.m.), after the service is concluded, or during the week. You might want to consider family photos after the dress rehearsal on the Friday preceding the Bar/Bat Mitzvah. Please call the Temple Administrator Chris Bausmith to make arrangements: for example, the Torah scrolls may not be removed from the ark without the presence of a synagogue professional.

## **Pulpit Flowers**

Any family who wishes to sponsor fresh pulpit flowers may do so. Another lovely idea is to provide a food basket arrangement that will later feed a needy local family, a book basket to support the Hartford Jewish Coalition for Literacy, or another social action-oriented arrangement.

Please consult with the Temple Administrator Chris Bausmith before making any pulpit arrangements.

## Cohen Social Hall Use

The Cohen Social Hall is available for receptions following the service. A rental application is provided in the Appendix. The Cohen Social Hall may be used for just the kiddush as well as for a full party. Please see the Cohen Social Hall reservation form in the Appendix for the various fees. Building use rules and regulations are also provided in the Appendix.

*Please note that the Synagogue, including the Cohen Social Hall, is a community building.* Many times there will be a function using the Cohen Social Hall prior to, or following, services on Friday evening. For example, the Oneg Shabbat for all Friday evenings takes place in the Cohen Social Hall. Your plans must allow time for the Oneg Shabbat before any setup for your function. Generally, a cleaning crew will prepare the Cohen Social Hall and the Sanctuary late Friday evening or early Saturday morning according to their availability. If you use the Cohen Social Hall, there is a deposit required for usage, and you are responsible for clean up. Please contact the Temple Administrator Chris Bausmith for Cohen Social Hall usage.

## Decorations

- The Temple Administrator should be notified of any decorations to be used at the reception on Temple premises.
- The Sanctuary was designed to create an appropriate and dignified atmosphere for a Bar/Bat Mitzvah. Keeping in mind these are religious services, elaborate decorations are not permitted in the Sanctuary. A simple floral arrangement on the bimah, or a food or book basket, is permitted.
- Decorations may not be affixed to the walls or hung from the ceiling without prior approval.
- The use of glitter or confetti as a party decoration is strictly prohibited.
- Any fabric used for decorative purposes on Temple premises must be fire retardant. A certificate attesting to that fact must be available during the event and a copy of the certificate must be filed with the Temple Administrator at least 48 hours prior to the scheduled event. If these kinds of rules seem burdensome, keep in mind that we have to answer to our insurance agency.
- We recommend the use of flameless battery-operated tea lights or votive candles in lieu of wax candles for table decorations.
- Decorations specifically related to Halloween (such as skeletons, spiders, bats, etc.) are not allowed.

### Removal of Decorations:

- All equipment and decorations brought in or used by the caterer, DJ, band or party planner are to be moved, erected, dismantled and removed by the caterer, DJ, band, or party planner. Prior arrangements must be made with the Temple Administrator for drop off, pick up, etc.
- **Immediately following the celebration**, all party decorations must be removed from the room before the departure of the caterer.
- **Immediately following the celebration**, all decorations on the bimah, collection baskets for any mitzvah project and toiletries baskets must be removed.

- All “giveaways” must be picked up from the floors, etc., and be properly disposed of.
- Any items left at the synagogue after Monday will be disposed of by the Temple staff unless other arrangements are made.

#### Use of Helium Tanks:

The use of helium tanks is permissible only if the tanks are properly secured. Freestanding tanks will not be permitted under any circumstances.

### **Synagogue Access**

To make arrangements for access to the facility for caterers, florists, and photographers, please contact the Temple Administrator, Chris Bausmith.

### **Video Games and Gambling**

The use of video games and Las Vegas-type gambling games is strictly prohibited on the premises of the Temple.

### **Other Customs**

1. It is customary to make donations to the Rabbi’s Discretionary Fund, the Music Fund and the Education Fund to honor the efforts of the Rabbi, the soloist and your child’s teachers, respectively, to bring your child successfully to his/her ceremony of Bar/Bat Mitzvah.
2. In some families, it is customary for the Bar/Bat Mitzvah child to be presented with a tallit (prayer shawl) by parents, grandparents, other family or friends. Be sure to allow sufficient time if you are considering ordering or making a personalized tallit, especially if the tallit is arriving from Israel.

## **Financial Policies**

- 1 All members must be current with their financial obligations to the Synagogue prior to the Bar/Bat Mitzvah date.
- 2 Dues must be paid in full in order to secure your Bar/Bat Mitzvah date. In the event of financial hardship, it is the family's obligation to work with the Treasurer or the arrangements committee to discuss an alternative payment plan. Be assured, the arrangements committee will be very willing to work with you and all matters of this nature will be held in the strictest confidence.
3. The families of Bar/Bat Mitzvah students are assessed an additional Bar/Bat Mitzvah year fee during the 7<sup>th</sup> grade year. This fee will be payable quarterly, along with other financial obligations to the synagogue. As with all other charges, the outstanding balance is expected to be paid in full before the Bar/Bat Mitzvah date unless special arrangements have been made. The income from this fee is used to pay for Bar/Bat Mitzvah tutoring, and to pay the additional expense of preparing the synagogue for the service. Any additional tutoring sessions needed should be discussed with the Rabbi and the tutor.
4. All synagogue dues and fees must be paid in full **one month prior to the Bar/Bat Mitzvah**.

# APPENDIX

## Bar/Bat Mitzvah Checklist

The checklist below is merely a guideline to help you with the process. It is not inclusive of EVERY item!

<b><u>Bar/Bat Mitzvah Event</u></b>	<b><u>Recommended Time Frame</u></b>
<input type="checkbox"/> Read the Bar/Bat Mitzvah Handbook	Upon receipt
<input type="checkbox"/> Sign Letter of Agreement	1 year prior
<input type="checkbox"/> Attend informational meeting with rabbi	The Spring season prior
<input type="checkbox"/> Arrange for keyboard accompaniment	7 months prior
<input type="checkbox"/> Arrange for videographer (optional)	6 months prior
<input type="checkbox"/> Select family, friends for honors ( <i>Aliyot</i> , Torah readers, <i>Shomreem</i> , English Readers, <i>Hagbah</i> and <i>Galilah</i> )	3-6 months prior
<input type="checkbox"/> Order invitations	6 months prior
<input type="checkbox"/> Order <i>Tallit</i>	4 months prior
<input type="checkbox"/> Organize basket/floral arrangement for bimah (optional)	4 months prior
<input type="checkbox"/> Determine if you will need Congregational Torah Readers	3 months prior
<input type="checkbox"/> Request MP3/CDs of Torah portions from tutor if needed	3 months prior
<input type="checkbox"/> Submit biography and photo to office for Bulletin	3 months prior
<input type="checkbox"/> Order <i>Kippot</i>	3 months prior
<input type="checkbox"/> Review music selections with Cantorial Soloist/Music Director	2 months prior
<input type="checkbox"/> Complete <i>Aliyah</i> /Torah Reader grid and submit to Rabbi (send electronically). Be sure to get Hebrew names of people having <i>Aliyot</i>	2 months prior
<input type="checkbox"/> Select presenter of Congregational Gifts	2 months prior
<input type="checkbox"/> Notify Temple Administrator about arrangements	2 months prior

- |                          |   |                |
|--------------------------|---|----------------|
| <input type="checkbox"/> | Check in with <i>Oneg Shabbat</i> and Kiddush helpers   | 2 months prior |
| <input type="checkbox"/> | Arrange any plans for family photographs during the week prior to the service with the Temple Administrator | 2 months prior |
| <input type="checkbox"/> | Select 2 ushers   | 2 months prior |
| <input type="checkbox"/> | Submit Order of Worship to the Rabbi for review   | 6 weeks prior  |
| <input type="checkbox"/> | Tablecloth rental (optional) or purchase paper or plastic cloths for Saturday morning                       | 6 weeks prior  |
| <input type="checkbox"/> | Purchase paper goods and order food   | 6 weeks prior  |
| <input type="checkbox"/> | Print Order of Worship  | 2 weeks prior  |
| <input type="checkbox"/> | Have a memorable, meaningful and stress-free ceremony!  |                |

### List of Aliyot and Torah Readers

Aliyah	Hebrew Name	Father's Hebrew Name	Mother's Hebrew Name	English Name	Torah Reader (English) and Verse
Sample	<i>Sarah Rivka</i>	<i>Avraham Yitzchak</i>	<i>Leah Rachel</i>	<i>Sarah Levine</i>	<i>David Goldfarb</i>
1					
2					
3					
4					
5					
6					
7					
8					

Gabbai \_\_\_\_\_

Hagbah and G'lilah \_\_\_\_\_

Shomreem \_\_\_\_\_

Student: \_\_\_\_\_

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

## Aliyah Text

### Blessing before the reading of the Torah

The person who is called to the Torah (*Oleh/Olah*) says:

בְּרַכּוּ אֶת יְיָ הַמְּבָרָךְ.

*Bar'chu et Adonai ham'vorach.*

Congregation responds:

בָּרוּךְ יְיָ הַמְּבָרָךְ לְעוֹלָם וָעֶד.

*Baruch Adonai ham'vorach l'olam va-ed.*

The *Oleh/Olah* then says:

בָּרוּךְ יְיָ הַמְּבָרָךְ לְעוֹלָם וָעֶד.  
בָּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר בָּחַר בָּנוּ מִכָּל  
הָעַמִּים וְנָתַן לָנוּ אֶת תּוֹרָתוֹ. בָּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

*Baruch Adonai ham'vorach l'olam va-ed.*

*Baruch atah, Adonai, Eloheinu, Melech haolam,  
asher bachar banu mikol haamim, v'natan lanu et Torato.  
Baruch atah, Adonai, notein haTorah.*

### Blessing after reading Torah

When the reading concludes, the *Oleh/Olah* says:

בָּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר נָתַן לָנוּ תּוֹרַת  
אֱמֶת, וְחַיֵּי עוֹלָם נָטַע בְּתוֹכֵנוּ. בָּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

*Baruch atah, Adonai, Eloheinu, Melech haolam,  
asher natan lanu Torat emet, v'chayei olam nata b'tocheinu.  
Baruch atah, Adonai, notein haTorah.*

## **THE BAR/BAT MITZVAH INVITATION**

The following is an example of an appropriate Bar/Bat Mitzvah invitation text. Feel free to use it as a model for yours. Should you have any questions, do not hesitate to call the Rabbi. She can also provide you with other useful information, such as the Hebrew date or name of the Torah portion.

(parents' name(s) here)  
cordially invite you to join them  
at Sabbath worship  
during which their son/daughter  
(student's name here)  
will be called to the pulpit  
to lead us in worship and Torah study  
as a Bar/Bat Mitzvah  
on Saturday, the (Day) of (Month)  
Two Thousand and \_\_\_\_\_  
at 10:00 o'clock in the morning  
at  
Congregation Kol Haverim  
1079 Hebron Avenue  
Glastonbury, Connecticut  
Reception following the service.

## **Recommended Inserts in Invitations**

Information for xxxx Friends

The worship service begins at 10:00 a.m. and xxxx will be leading the entire service. Please be respectful and quiet during the worship service.

Cell phones are not allowed to be used in the service for any reason including texting and photos. Please be sure to shut off your phone or put on vibrate prior to entering the Sanctuary.

The worship service is both in English and Hebrew and the service books open “backwards” because Hebrew is written right to left, the opposite of English.

The worship service will end around 12:30 p.m. and [insert pick up/party details]

If you have any questions or require transportation, please feel free to call Bar/Bat Mitzvah parent at xxx-xxxx.

## **Directions to Kol Haverim Synagogue**

1079 Hebron Avenue, Glastonbury, CT  
860-633-3966

### From Boston:

Take the Mass Pike West (I-90) to Exit 9 in Sturbridge (I-84). Follow I-84 West to exit 55 and merge onto Route 2 East. Follow Route 2 East and get off at Exit 8 - Hebron Avenue. At bottom of ramp take left. Go 1.7 miles. Kol Haverim will be on your left.

### From Bradley Airport:

Take I-91 South. Follow I-91 South to Exit 30 and merge onto I-84 East. Stay in the 2<sup>nd</sup> to right hand lane, then quickly take Exit 55 to Route 2 East. Follow directions from Route 2 East “From Boston.”

### From New York and Fairfield County:

#### Alternate 1:

Take the Hutchinson River Pkwy to the Merritt Pkwy (Route 15). Stay on Route 15 to Exit 68 and merge onto I-91 North (or take I-95 North and merge onto I-91 North at Exit 48). Follow I-91 North to Exit 25 and merge onto Route 3 North toward Glastonbury. Then merge onto Route 2 East toward Norwich. Follow directions from Route 2 East “From Boston.”

#### Alternate 2:

Take I-684 to I-84 East. Get off at Exit 55 and merge onto Route 2 East. Follow directions from Route 2 East “From Boston.”

## **Temple Resources**

### Prayer books

200 prayer books – if you will be having more than 200 guests please discuss your prayer book needs with the Rabbi.

### Chairs

100 upholstered chairs in the Sanctuary  
80 black chairs  
200 folding chairs

### Tables

11 rectangular tables - 8' x 30"  
12 - 5' round tables  
If you need additional tables, you may rent them on your own

### Coffee Makers

(2) 30-cup coffee makers                      (1) 42-cup coffee maker  
(2) 80-cup coffee makers                      (2) 100-cup coffee maker  
You may use the Keurig coffee maker on Saturday mornings if you provide your own k-cups.

## **Kol Haverim Member Recommendation Page - Vendors**

Below are lists of some recommended vendors. The vendors below are not endorsed or approved by the Congregation. The vendors appear on this page solely at the recommendation of a member of our Congregation. You should undertake your own due diligence in selecting vendors. If you would like to add a vendor to the "Kol Haverim Member Recommendations Page," please contact Temple Administrator Chris Bausmith at [office@kolhaverim.org](mailto:office@kolhaverim.org).

### **Tablecloth Rentals**

Taylor Rental, Manchester 860-643-2496

A discount for CKH members has been arranged. Please bring the certificate at the back of the appendix to Taylor Rental to receive your discount.

Sunshine Laundry 860-247-3264

### **Kosher Caterers**

Crown Caterers 860-236-1965

The Whisk Caterers (also does non-kosher) 860-233-2088

Joy of Food (Paul Bettan) 860-231-1861

### **Non-Kosher Caterers**

Patty Cakes 860-633-2601

### **Kippot**

Jlowy.com

Kippah.com

Alljudaica.com

### **Order of Worship – Design and layout**

Gerri Denyer, Denyer Designs 860-558-9958

### **Order of Worship – Printing**

PMS Printing Copy & Design 860-563-1676

### **Bar/Bat Mitzvah Gifts**

#### **Tallit**

Kol Haverim Gift Shop, in addition to gifts, is now selling tallit – Some in stock and some can be special ordered.

Contact Jennifer Lachnicht for an appointment

860-205-9913

[momsttheword831@sbcglobal.net](mailto:momsttheword831@sbcglobal.net)

### **Party Planners**

Amazing Celebrations – Nancy Goldstein 860-659-2927

## **Kosher Style Requirements**

No pork products of any kind: ham, bacon, pepperoni, prosciutto, etc.

No shellfish of any kind: lobster, shrimp, mussels, steamers, oysters, clams, etc.

You can **NEVER** serve milk and meat at the same meal. For instance:

- You cannot serve chicken salad with bagels and cream cheese
- You cannot serve tuna and cheese and turkey at the same time
- You cannot have milk with your coffee if you have a meat meal
- You cannot serve cheeseburgers, chicken parmesan, meat with cream sauces
- You cannot serve pasta with a cream sauce when you have meat at the meal

If you have any questions regarding kosher style, please feel free to consult the Rabbi or Religious School Principal.

## **Service Musical Accompanist**

Laura Bennett

[bennettlm204@yahoo.com](mailto:bennettlm204@yahoo.com)

If Laura is unavailable, please contact the synagogue and we will help you find an alternate accompanist.

## **Torah Corps**

Recent Bar/Bat Mitzvah students

Brenda Auerbach	860-680-2353 (c)
Carol Fishman	860-633-1589 (h), 860-930-4424 (c)
Debra Glass	860-657-9537 (h), 860-985-3048 (c)
Josh Goldman	860-659-9521 (h), 860-680-2073 (c)
Charri Goldman	860-659-9521 (h), 860-922-6623 (c)
David Gorman	860-430-5564 (h), 860-471-9847 (c)
Deanna Gorman	860-430-5564 (h), 860-685-1523 (c)
Rick Harris	860-342-0635 (h)
Marty Mantis	860-659-8780 (h), 860-918-1082 (c)
Marla Perlstein	860-633-8885 (h), 860-989-5569 (c)
Aaron Sherman	860-633-8330 (h), 516-306-3224 (c)

**Congregation Kol Haverim**  
**Temple Facilities Rental Application**

In consideration of the payment of \$ \_\_\_\_\_ by the applicant, Congregation Kol Haverim hereby grants the applicant permission to occupy and use a portion of the Temple premises, subject to the terms and conditions in this application and the attached "Rules Covering Rental of Temple Facilities" (together the "Rental Contract").

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Number Attending: \_\_\_\_\_

Start Time: \_\_\_\_\_ AM / PM      End Time: \_\_\_\_\_ AM / PM

**Caterer:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Event Planner:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Entertainment:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Florist:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Photographer:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Equipment Rental:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Special Arrangements, Setup Requests:**

\_\_\_\_\_  
\_\_\_\_\_

Charges applicable (see page 3):

With Application:	Deposit (50% of total due)	\$ _____
30 days in advance of event:	Balance	\$ _____
	Security deposit (refundable) (separate check)	\$ _____

Balance is due on or before: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The applicant certifies that he/she has received and read the “Rules Covering Rental of Temple Facilities,” which are made a part of this Rental Contract, and agrees to observe and abide by all the Rules therein.

**THE APPLICANT AGREES TO BE FINANCIALLY RESPONSIBLE FOR ANY EXTRAORDINARY CLEANUP OF, OR DAMAGE TO, TEMPLE PROPERTY CAUSED BY GUESTS OR BY THE APPLICANT’S AGENTS AND CONTRACTORS.**

**PLEASE NOTE: CONGREGATION KOL HAVERIM RESERVES THE RIGHT TO CANCEL ANY EVENT IF ALL FINANCIAL OBLIGATIONS TO THE CONGREGATION ARE NOT PAID IN FULL AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.**

This Rental Contract contains the entire agreement between the parties relating to this Event.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval by Temple Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

***Please make an appointment with the Temple Administrator to review and submit your application not less than ninety (90) days prior to the Event.***

## Temple Facilities Rental Fees

### Foyer/Kitchen/Cohen Social Hall:

### Event Fee

B'nai Mitzvah

Basic Kiddush (Oneg Style):

- Open to entire Congregation
- Held immediately following services
- Not to exceed ninety (90) minutes

No Charge

Extended Kiddush (Luncheon Style):

- Open to entire Congregation
- Held immediately following services
- Not to exceed two (2) hours

\$250.00

Private Luncheon:

- Basic Kiddush in foyer
  - Open to entire Congregation
  - Held immediately following services
- Private luncheon in Cohen Social Hall
- Not to exceed three (3) hours

\$350.00

Private Party:

- Basic Kiddush
- Private party in Cohen Social Hall
  - May be scheduled any time after Kiddush but must end by 12:00 a.m.
- Not to exceed five (5) hours

\$550.00

Other Events

Life Cycle or Non-Religious Event

- One (1) hour minimum with additional hours charged as set forth below
- Must end by 12:00 a.m.

\$150 (minimum)

### Additional Charges:

<u>Additional Event Hours</u>	\$100/hour or part of hour
<u>Refundable Security Deposit</u>	Separate, additional amount equal to the Event Fee
<u>Custodian</u>	\$25/hour or part of hour

**Cancellation by applicant within two (2) weeks of Event date will result in forfeiture of \$100.**

## **CONGREGATION KOL HAVERIM RULES COVERING RENTAL OF TEMPLE**

The following Rules apply to all renters of the Temple Facilities. The Temple Facilities subject to this contract are solely the Foyer, Kitchen, and Cohen Social Hall (with adjacent restrooms). The Sanctuary, classrooms, Shirley Reaback Early Childhood Center, playground, and Administrative Offices are off limits and shall not be accessed or entered during the Event. Your signature below and on the rental application acknowledges your reading, understanding and acceptance of all terms herein.

### **GENERAL RULES:**

1. Congregation Kol Haverim members must be in good standing in order to rent Temple Facilities. The renter shall be responsible for all arrangements regarding the event including, but not limited to, set up and removal of materials and equipment needed to conduct the Event, kitchen usage, and event cleanup; and for all such arrangements to be performed in compliance with these Rules.
2. Temple Facilities are in good repair unless otherwise noted. The renter shall be held financially responsible for any loss of equipment, breakage, and/or damage to equipment or the Temple premises caused by the renter, guests, hired agents, or vendors. Proper supervision and monitoring should be given to younger guests to enhance the decorum of the function and to avoid damages to the premises.
3. Rental payments will be made according to the following schedule:
  - 50% of the total rental fee is due at the time of application
  - The final balance is due thirty (30) days prior to the Event
  - In addition to the final balance, a refundable security deposit is payable thirty (30) days prior to the Event. Charges for additional event hours, extraordinary clean-up costs or any damage will be deducted from the security deposit. Charges incurred in excess of security deposit will be billed to the renter.

Congregation Kol Haverim reserves the right to cancel any Event if payments are not received according to this schedule.

4. The renter agrees to contact the Temple Administrator at least sixty (60) days prior to the scheduled and/or the Ritual Committee according to the practices of Reform Judaism adopted by Congregation Kol Haverim.
5. Rehearsals must be scheduled with the Rabbi and Temple Administrator.
6. A custodian may be requested or required to be present during the Event. His/her duties are not only to oversee the Temple's interests, but also to aid the hosts to make their event a pleasant one. If the custodian has been helpful and performed special services, a gratuity may be given to show appreciation.
7. All caterers, party planners, florists, entertainment organizations, musicians, photographers, valet parking companies, etc. who work on the Temple premises of Congregation Kol Haverim must be approved by the Temple Administrator as part of the application process. All such agents or vendors shall submit appropriate certificates of insurance providing liability coverages with limits of not less than \$1,000,000 as well as workers' compensation and Employers Liability Insurance. Congregation Kol Haverim shall be added as an additional insured.
8. Congregation Kol Haverim and its property are smoke free and nut free. There is no smoking anywhere on the Temple premises.
9. All exit doors must be left free and unobstructed.

10. Congregation Kol Haverim is not liable or responsible for the loss of or damage to personal property while on the Temple premises.

### **CATERING:**

11. All Events must be "Kosher style." Specifically, this means: no pork products, no shellfish, and the entire meal must be either a meat meal or dairy meal. The Rabbi will be happy to consult with you regarding this policy.
12. All food shall be prepared in advance to the extent that it is possible to do so. All cooking done on the premises shall be done with the caterer's utensils.
13. No propane or open-fire cooking is permitted on the Temple premises.

### **SETUP:**

14. Because of limited facilities and full schedule of Temple functions, nothing may be brought in or stored prior to the day of the Event without permission of the Temple Administrator. All equipment such as chairs, dishes, carts, glassware, linens, punch bowls, serving pieces, etc., must be obtained through the caterer or other agent provided that the Temple's portable tables and chairs may be used, as is, by the renter for the Event. The caterer or other agents are responsible for the delivery, safety and removal as scheduled with the Temple Administrator at least one week prior to the Event. If Temple equipment is used, it must be placed back in storage in the same manner and in the same condition as it was found prior to use.
15. All lighting and stage equipment must be set up by the custodian or under his/her supervision. No Temple equipment is to be loaned out or removed from the building at any time. Permission to bring in special equipment for any function must be obtained from the House Committee Chair. Heating and air conditioning thermostats may only be adjusted by the custodian. *Raised dance floors are not permitted.*
16. The Temple Administrator must be advised at least two (2) weeks in advance of any decorations to be used, which shall be subject to approval. No decorations may be used which require pasting or fastening onto walls, floors, ceiling, doors etc. by any means, such as scotch tape, stickers, tacks, etc.
17. Table and floral decorations are acceptable, and must be removed from the Cohen Social Hall immediately following the Event.
18. The use of helium tanks is permissible ONLY if the tanks are properly secured. Freestanding tanks are not permitted. Balloons must be collected and disposed of immediately following the Event.
19. The use of pinball machines/video games and games of chance (e.g. gambling) are strictly prohibited on the Temple premises.
20. The use of glitter or throwing of rice is not permitted on the Temple premises.
21. Any fabric used for decorative purposes on Temple premises must be fire retardant. A certificate attesting to that fact must be available during the Event and a copy of the certificate must be filed with the Temple Administrator at least 48 hours prior to the scheduled Event.
22. All social functions shall not exceed five (5) hours in duration and must conclude no later than midnight.
23. Caterers and other workers shall be instructed to avoid making disturbing noises while the service is taking place. Notification of required access time to the Temple kitchen must be received one week prior to the event.

### **CLEANUP:**

24. The kitchen must be cleaned up immediately after the Event and left in the same condition as found. This includes stoves, ovens, sinks, table, cabinets, urns and all other equipment, as well as floors, doors, etc.

25. The Temple facilities must have all food and food particles, liquid and liquid spillage, containers and receptacles for food and liquid removed immediately after the event. Floors in these areas are to be cleared of food paper, party favors, etc.
26. All trash must be removed from the Temple premises immediately after the event.
27. All equipment, decorations and other items related to the event, including dishes, utensils, and containers of any sort, as well as surplus food/liquids, must be removed from the Temple premises immediately after the Event.
28. Rented dishes, serving pieces, and utensils may not be left inside the building unless they have been thoroughly rinsed.
29. Rental tables and chairs should be broken down and stacked until picked up.
30. All rental pieces must be picked up by 10:00 AM the next business day.
31. If the dishwashing equipment of the Temple is used, it must be emptied at the end of the cycle.

**DELIVERIES AND PICK-UPS:**

32. Deliveries to the Temple in connection with any event must be scheduled in advance with the Temple Administrator.
33. Deliveries for an event scheduled on a Saturday or Sunday can only be made between the hours agreed upon by the Temple Administrator. Pick up of these materials, if not possible directly after the event, must be scheduled for no later than 10:00 AM the next business day.
34. Rented equipment must be stored until picked up. No stacking and/or leaning of equipment on walls is permitted.

**PARKING:**

35. Parking is not permitted near or in any of the following areas:
  - Near the kitchen
  - Near the early childhood play area
  - In spaces reserved for Temple staff
  - In fire lanes

All personnel of caterers, party planners, decorators, florists, band members, and photographers must park their vehicles in the Temple’s regular parking areas within authorized parking zones.

Any vehicle parked illegally will be ticketed and/or towed at owner’s expense without any further notification.

**SIGNATURE OF THE RENTER:**

My signature below acknowledges that I have read, understand, and agree to abide by the Rules stated in this agreement between Congregation Kol Haverim and myself.

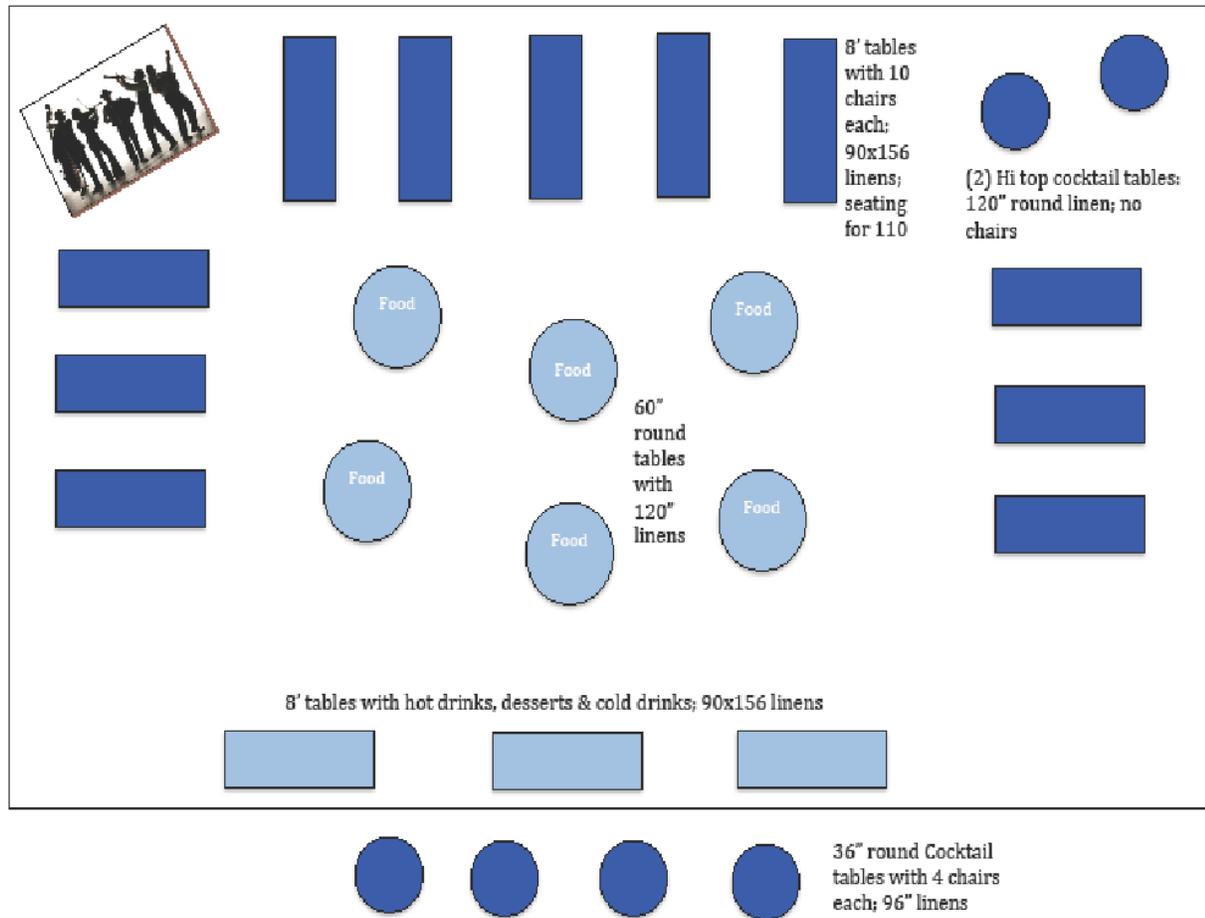
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL BY THE TEMPLE ADMINISTRATOR:**

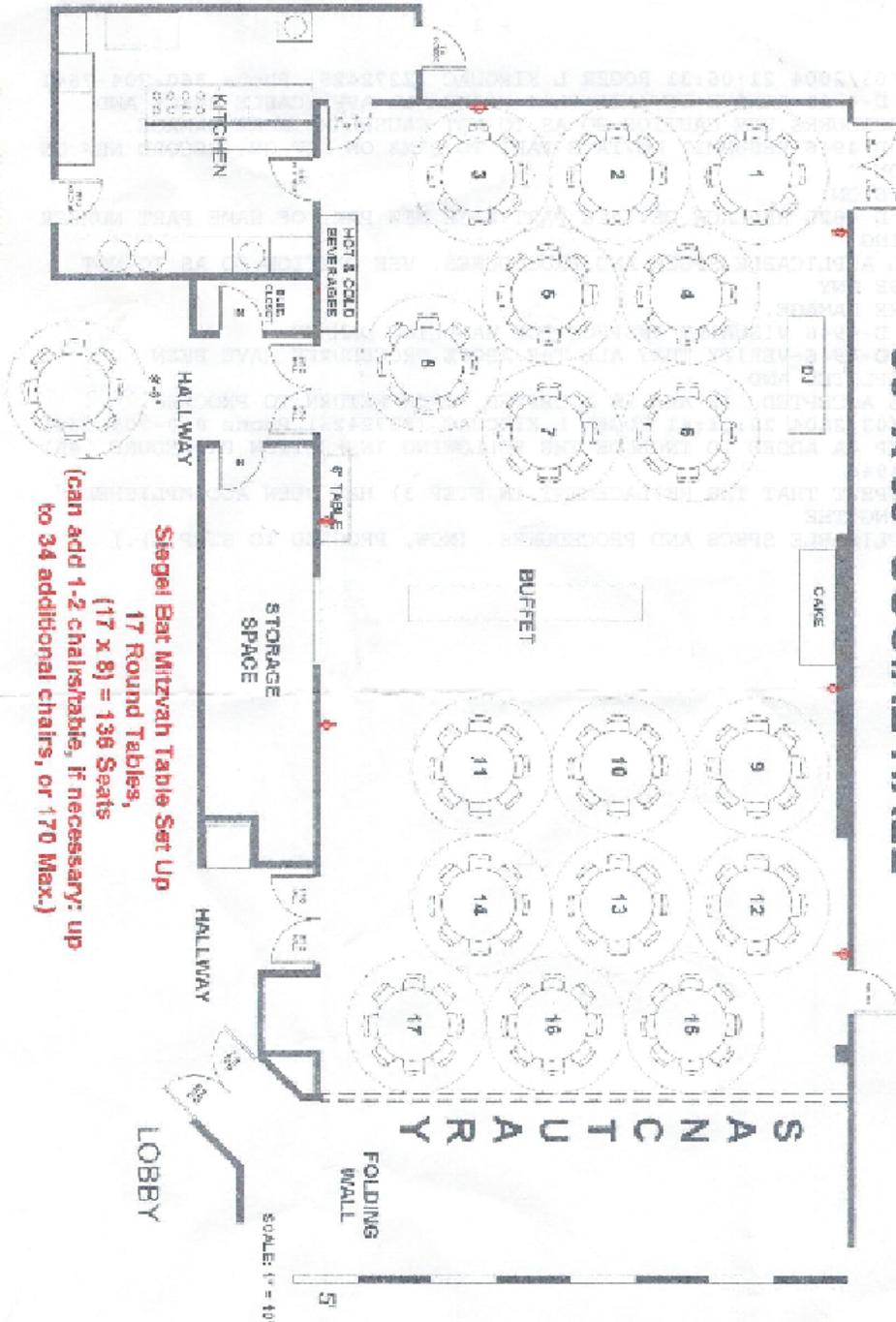
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Social Hall Layouts

Need to rent 7 banquet tables and 6 cocktail tables for this layout



# 36' X 68' SOCIAL HALL



**Siegel Bat Mitzvah Table Set Up**  
 17 Round Tables,  
 (17 x 8) = 136 Seats  
 (can add 1-2 chairs/table, if necessary: up  
 to 34 additional chairs, or 170 Max.)

Siegel Bat Mitzvah Table Layout  
 revised 6/27/11

*Shabbat Dinner 5701*

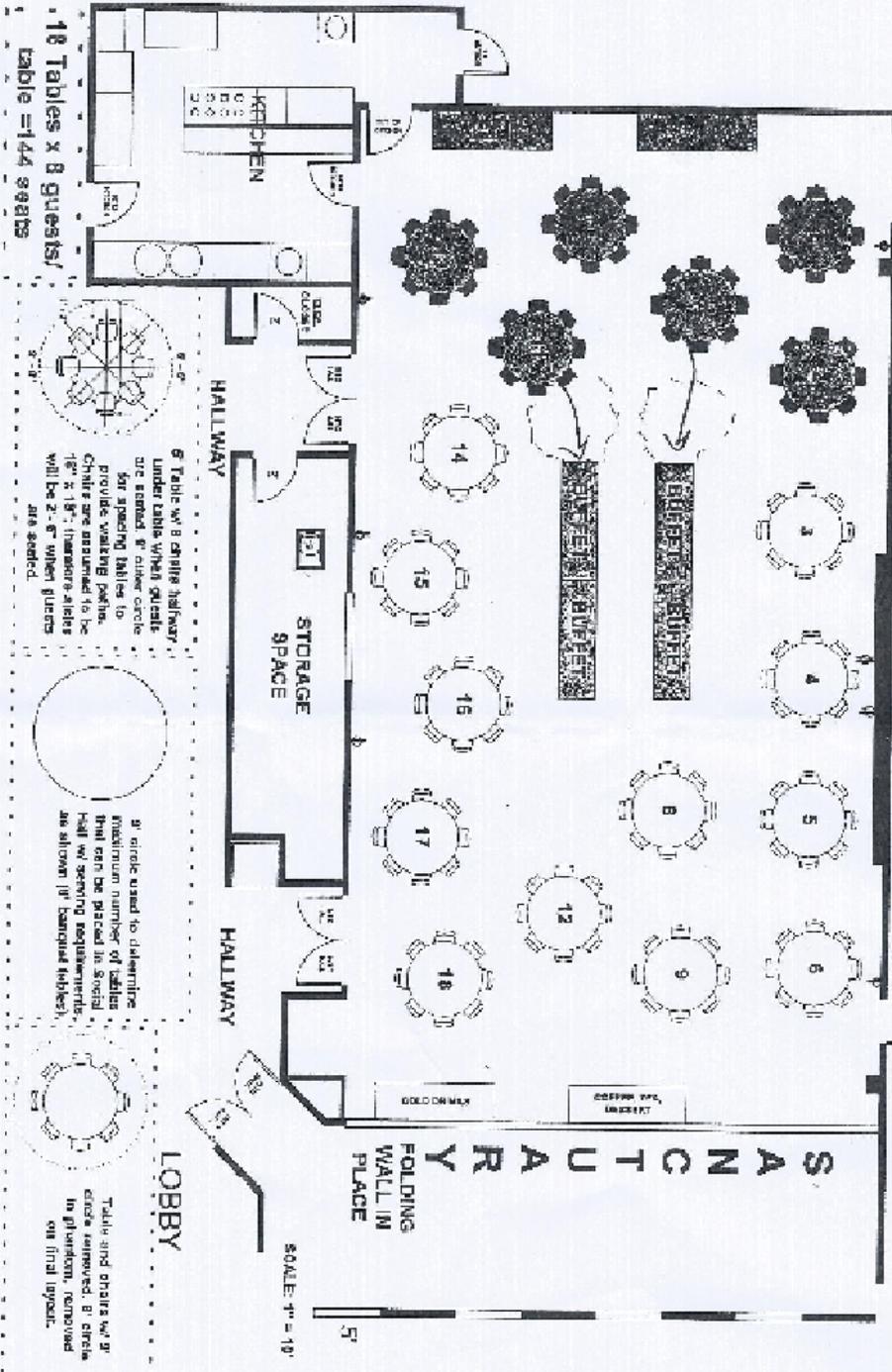
Levy Oneg Set-Up vsd revised: 10/10/05

# 36' X 68' SOCIAL HALL

6 long Tables (gray) & 6 round Tables (gray) and Chairs in place from Friday night set up.

12 Tables (shown in white), 2 8' Tables (white), and 96 white chairs set up as shown after services are over.

Remaining Gray and White chairs used around Tables in and outside of SUKKAH and Tables on Porch.



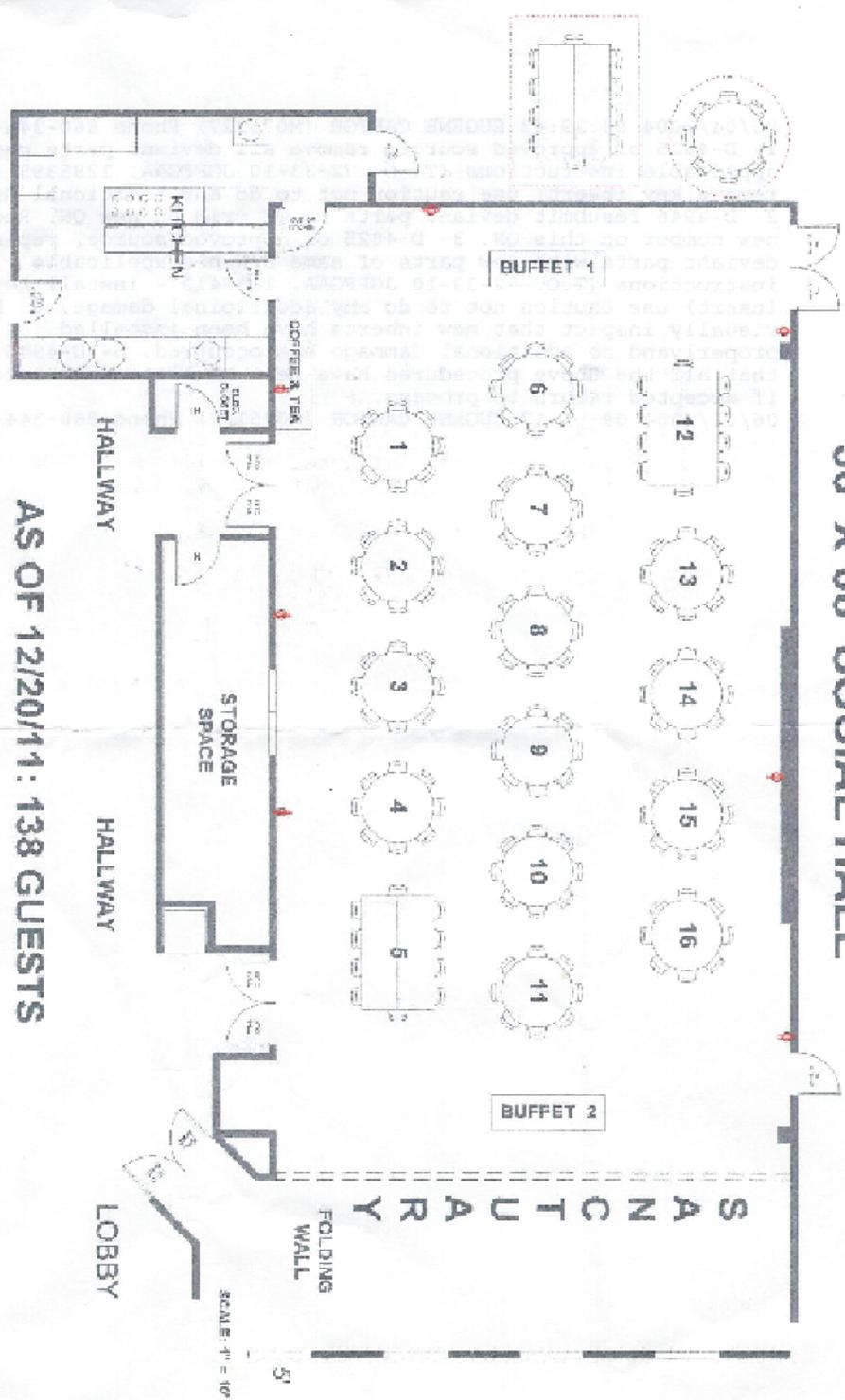
18 Tables x 8 guests!  
table = 144 seats

6 Table w/ a single halfbar under table, when guests are seated, 8' chairs are set around table to provide waiting paths. Chairs are assumed to be 18" x 18" (man's seats will be 2'-0" when guests are seated).

8' circle used to determine maximum number of tables that can be placed in Social Hall w/ serving requirements, as shown (if banquet tables).

Table and chairs w/ 8' ends removed, 8' circle in gray, removed on final layout.

# 36' X 68' SOCIAL HALL

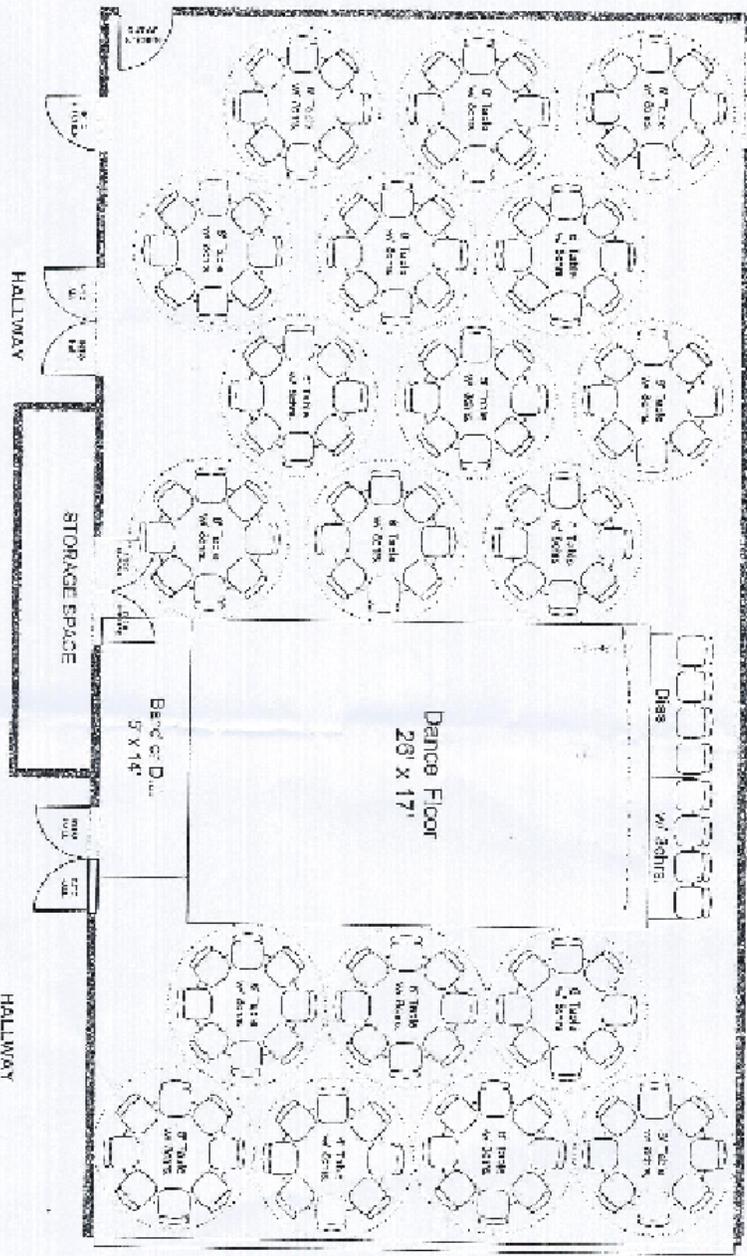


**AS OF 12/20/11: 138 GUESTS**

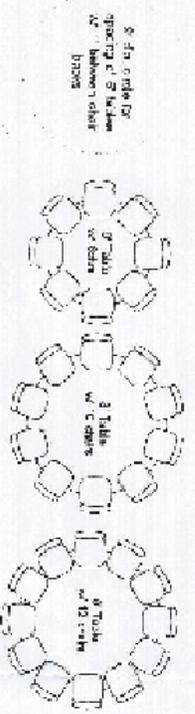
2 LONG TABLES @ 10 - 12 ea. = 20 - 24 SEATS  
 14 ROUND TABLES @ 8 - 10 ea. = 112 - 140 SEATS  
**132 - 164 TOTAL**

2011 Charukhah Diner Floor Plan v5d created: 12/20/11

36' x 68' SOCIAL HALL



SOCIAL HALL TABLE SET UP



6 TABLES  
w/ 48 CHAIRS

3 TABLES  
w/ 24 CHAIRS

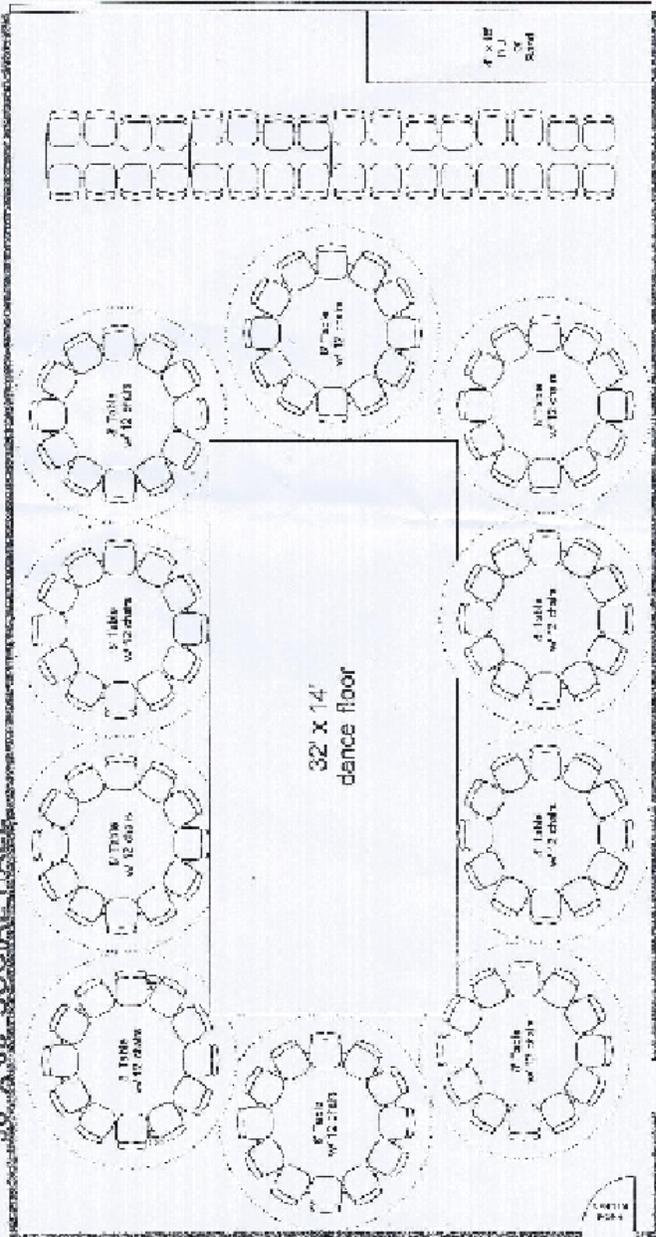
4 TABLES  
w/ 32 CHAIRS

19 6' tables w/ 1' min. space when  
chairs are halfway under table  
8 per table = 152 people  
plus 8 people @ dias  
total = 160

10/21/2013 and rev 2/23/14

SANCTUARY

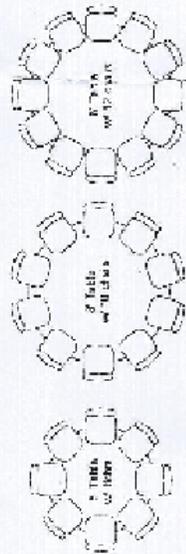
**36' X 60' SOCIAL HALL**



**SOCIAL HALL TABLE SET UP**

10 8' tables w/ 2' space when chairs  
are halfway under table  
10 per table = 100 people  
12 per table = 120 people  
32 people @ dias  
total = 132-152

table used rev 2/2004



12 circles  
2' between tables w/  
chairs 1/2-way under

10' DIA. W/ 12 CHAIRS  
10' DIA. W/ 12 CHAIRS

10' DIA. W/ 12 CHAIRS  
10' DIA. W/ 12 CHAIRS

10' DIA. W/ 12 CHAIRS  
10' DIA. W/ 12 CHAIRS

## Taylor Rental Certificate

**Taylor Rental**  
***Congregation Kol Haverim***  
***10% Linen Rental Certificate***

Bring this certificate in to Taylor Rental, Manchester to receive a 10% price accommodation for your linen rentals for any special event held at your temple

860-643-2496  
274 Broad Street  
Manchester, CT 06040  
Taylorrentalpartyplusct.com  
info@taylorrentalpartyplusct.com