



January 2017/ Cheshvan 5777

Dear B'nai Mitzvah Families,

The Bar/Bat Mitzvah represents a great accomplishment not only for the student and family but also for the Jewish people. For it is at that moment that a new generation ascends the steps of the Bimah; grasps hold of the Torah scroll; and declares through word and through deed that Judaism remains relevant and important for this next generation of Jews.

In that singular act, the Bar/Bat Mitzvah is not at all alone, but indeed the whole Jewish world celebrates with them. We celebrate the accomplishment of years of study and dedication and we celebrate the hope for our future as an Am Kadosh a holy people.

When a Bar/Bat Mitzvah reads the Torah the whole Jewish world says Amen!

In addition, the ceremony and preparation leading up to Bar/Bat Mitzvah are opportunities for family education, family celebration, and a chance for parents to reflect on what it means to pass on Jewish values and practices to the next generation.

The entire Staff of Temple Sholom looks forward to supporting you and working with you during this very special time in the life of your family. Veronika Ivanova, our events coordinator, works closely with each family to plan every detail of the *simcha*. Please feel free to contact Kate Elliott at the Synagogue office at 604 266-7190 or kate@templesholom.ca if you have any questions.

Mazel Tov

Dan Moskovitz
Senior Rabbi

Rochelle Garfinkel
Executive Director

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- SECTION 1 - THE BAR/BAT MITZVAH CEREMONY

The following information is intended to provide you with the information you will need to successfully plan and arrange your child's Bar/Bat Mitzvah ceremony

Pre-Requisites

In order for this experience to be meaningful and sincere, the following pre-requisites have been established:

1. Your child must be enrolled in Temple Sholom's Religious School or one of the Jewish Day Schools not only prior to the Bar/Bat Mitzvah, but also for the completion of the academic year.
2. If attending Temple Sholom's Religious School, your child's work and attendance must be deemed to be satisfactory by the teachers.
3. All students and parents are expected to participate in the D'erech L'Torah Program. This course begins in the spring of grade 6 and continues through the spring of grade 7. *D'erech L'Torah* is an important and interesting component of the B'nai Mitzvah preparation. Using a Family Education model we explore *Torah*, *Avodah* (prayer), and *Gemilut Chasadim* (acts of love and kindness). The *D'erech L'Torah* program takes place on Sunday mornings. **Parents are expected at all of the Spring Grade 6 sessions and designated Fall Grade 7 sessions.**
4. You and your child are expected to attend services at least 16 times prior to your child's Bar/Bat Mitzvah. Half of the services attended should be Friday evening services and half should be Saturday morning services.
5. Our expectation is that all Bar/Bat Mitzvah students continue their participation at Temple Sholom throughout high school. We strongly encourage students to participate throughout their high school years including being a madrich/classroom assistant in our Religious School when they are in grade 11 and grade 12.

Accommodating Every Child's Needs

To ensure the most positive and successful experience on the *Bima*, we need as much information about your child as you can provide. If your child is gifted, challenged, and especially sensitive or has a diagnosed learning issue, please let us know. All information will be kept confidential and we will do our best to accommodate all individual needs.

Bar/Bat Mitzvah Instruction

Your child's instruction will begin approximately 12 months prior to the Bar/Bat Mitzvah ceremony. They will study with our Synagogue tutor. Approximately 8 months prior to your child's date, you will be contacted by the tutor to establish a schedule for his/her lessons. Your child will be paired with another student

from the class. The students are placed in pairs according to their Bar/Bat Mitzvah dates and their level of Hebrew proficiency.

Once your child has begun his/her lessons, you will receive an invoice for \$1300. We ask that you pay this amount at your earliest convenience, as expenses on your child's behalf will have already been incurred.

The \$1300 includes the \$130 administration fees. The remainder will cover the 26 semi private lessons (45 minutes) or 26 private lessons (½ hour lessons) at \$45 per session. Longer private sessions (45 minutes \$60) and extra lessons can be arranged with the tutor.

If your child is unable to make a pre-booked lesson, we ask that you call 24 hours in advance to cancel. If no prior notice is given for cancellation, you will be charged \$45.00 (the full price of a lesson).

If your child works within the prescribed framework of attending Religious School regularly, completing all homework assignments, and attending Shul on a regular basis, he/she should have no problem reaching the level necessary to complete the Hebrew program. The \$1300 will cover all paired lessons. Unfortunately, we cannot guarantee that the final cost will not exceed this amount. There are several reasons why this may be the case:

- Extra solo classes may be needed at the end to make-up for lost time due to insufficient preparation.
- Extra classes may be required for children whose Hebrew level needs strengthening.
- Your child's partner may stop classes, and if no other partner is available we need to charge you for solo lessons.
- Parents sometimes specifically request solo lessons.

Bar/Bat Mitzvah Announcements

The Bar/Bat Mitzvah announcement will be included in the *Shofar* - the Temple Sholom newsletter, and the *Jewish Independent*. The standard format is as follows:

Jewish Independent:

"Jacob son of Abraham & Sarah Gottfried will be called to the Torah as a bar mitzvah on Jan 5th at Temple Sholom. Jacob will be conducting the service and reading from the Torah..."

Shofar Newsletter:

"Please Join With Isaac & Leah as their daughter Hannah is called to the Torah as a Bat Mitzvah on February 5th at 10:00am."

If for any reason, this format is not appropriate for your family, please notify the office at least *two months prior* to the Bar/Bat Mitzvah date. If you wish to include any other information or a photograph in your announcement in the *Jewish Independent* please contact the *Jewish Independent* directly. They perform this service free of charge.

Ritual Attire and Appropriate Dress for the Bar/Bat Mitzvah

As we welcome the Bar/Bat Mitzvah into the Temple Sholom community as a Jewish adult and to be called upon to read Torah, the following requirements have been set by the Rabbi and the Ritual Committee:

1. The Bar/Bat Mitzvah will wear a kippah on Friday night.
2. A tallit and kippah will be worn by the Bar/Bat Mitzvah during the Saturday morning service (or on a weekday where applicable).
3. The Bar/Bat Mitzvah will be dressed in a spirit that sanctifies Shabbat. This excludes running shoes and/or the wearing of revealing clothing such as skirts above mid-thigh and/or shirts that expose the midriff.

Ushers/Greeters at the Bar/Bat Mitzvah

As part of your responsibilities as a B'nai Mitzvah family, we ask that you take turns being ushers/greeters for each other's simcha. The usher/greeters will need to stand at the entrance of the Sanctuary from 7:50-8:20 P.M. on Friday evenings to hand-out *Siddurim*/Prayerbooks and the announcement sheets. On Saturday morning from 9:45 -10:30 A.M. the ushers should be at the Sanctuary entrance to distribute *Siddurim*/Prayerbooks, *Chumashim*/Torah Commentaries, and the Bar/Bat Mitzvah information brochure. These individuals need to be at least post-B'nai Mitzvah age. The events coordinator will send out a rota for this mitzvah at the beginning of the B'nai Mitzvah year.

Aliyot/ Honours

When planning your *simcha* you should choose **Jewish** family members and/or *Jewish* friends who you would like to participate in the Torah service (*other than #6 below).

Two weeks prior to the service the Rabbi will require the names of the following:

1. One to four post Bar/Bat Mitzvah individuals for each aliyah, of which there will be four plus the one done independently by the Bar/Bat Mitzvah. Those having an aliyah will be expected to recite (or chant) in Hebrew, the blessings before and after Torah reading (each person does both blessings). The people chosen must be able to chant these blessings fluently in Hebrew.

2. One person for *Hag ba'ah*/the lifting of the open Torah above the head. This person should be able to lift 45 lbs. above their head for approximately 30 seconds. (No Hebrew required.)
3. One person for *Gelela*/binding the Torah. No Hebrew required.
4. If the Bar/Bat Mitzvah has younger siblings we suggest you invite them to say the blessing over the wine and the challah at the conclusion of the service. Otherwise we will ask the Bar/Bat Mitzvah to do this.
5. One person to read the prayer for Canada (English) and one person to read the prayer for Israel (English).
6. *Two – four people to open and close the Ark before the Torah service, and two – four people to open and close the Ark after the Torah service. *This can be done by relatives who are not Jewish. (No Hebrew required.)

Congregational Aliyah Every week we invite members of our community for whom the anniversary of their own Bar/Bat Mitzvah Falls on this Shabbat to have an aliyah. If they chose to participate in this mitzvah they will be called up WITH your family honours for the third aliyah.

Please complete the attached B'nai Mitzvah Honours Form and return it to Rabbi Moskovitz at least **2 weeks prior to the Bar/Bat Mitzvah, email is preferred so we have all the correct spellings**. Always check with the Senior Rabbi **prior** to filling out the form to confirm the number of aliyot. When filling out the form, please give the participant's English and Hebrew names. (For the Hebrew, please include the person's Hebrew name plus the Hebrew first names of their father and mother {e.g.Chavah bat Moishe Ve Rachel}).

Derech Eretz/Courtesy and Responsibility to Each Other

The Bar/Bat Mitzvah experience is not only an affirmation of what a young person has learned, but it is also a celebration of who we are as a community. Therefore, it is very important that you and your child take care to be inclusive when planning the celebration(s) surrounding their Bar/Bat Mitzvah ceremony.

It is as important when your child is a guest at a peer's Bar or Bat Mitzvah that they honour them through their actions.

Following is a list of important expectations pertaining to *Derech Eretz*:

- All students in the B'nai Mitzvah class should receive an invitation to your child's Bar/Bat Mitzvah.

- The Temple Sholom Board of Trustees has designated the Temple Sholom Sanctuary a Scent Free Zone and ask that you include the following wording in your invitations. "Temple Sholom is a Scent Free Zone - please be mindful of this and the sensitivity to scents experienced by others and refrain from excessive perfume or fragrant soaps or lotions."
- Once an invitation is received, the RSVP should be sent back in a timely manner.
- Students in the B'nai Mitzvah Class should make every effort to attend each other's ceremony.
- *All teen-age guests must be dressed appropriately to show respect for the Bar/Bat Mitzvah and for Shabbat (no sneakers, sport-team jerseys and/or revealing clothing!)*
- If your child is having a party in addition to the Kiddush luncheon and is inviting more than one or two of their Religious School classmates, they should invite the entire class. It is hurtful when just a few children are left out of the festivities.
- Whether the party takes place at the Synagogue or at another location, note that the behavior of the children is a direct reflection on Temple Sholom and an extension of the Bar/Bat Mitzvah ceremony.

Mazon Program

The *MAZON PROGRAM* (*Mazon* is the Hebrew word for sustenance) is our effort to share the blessing and abundance of the B'nai Mitzvah with those less fortunate. The concept is an integral part of Judaism, an important lesson to pass on to the children, and quite simple to implement.

People are asked to share their blessing with others by making a voluntary contribution of \$180. At regular intervals, the money in the Mazon Fund is distributed to various organizations such as the Jewish Food Bank, Lookout, Jewish Women International and other people in need. Donations are payable to Temple Sholom and should be marked 'Mazon Fund'. Tax receipts will of course be issued.

B'nai Mitzvah Gift

It is the custom at Temple Sholom that in lieu of exchanging gifts for each and every B'nai Mitzvah the B'nai Mitzvah class donates a mutually agreed upon sum of money usually (\$180 per family) for the group gift to Temple Sholom. Some years the class designates the fund or initiative the money is directed towards, other years

that is left to the discretion of the rabbi. The Rabbi will discuss this in the first *Al Shlosha* meeting.

- SECTION 2 -

FRIDAY ONEG, SATURDAY KIDDUSH LUNCHEON, AND PARTY INFORMATION

General Function Information

All families are expected to call the Office to make arrangements for their function(s). You will be asked to fill out a Rental Agreement at the time of your booking.

We encourage our members to use our facilities. Rental charges are instituted only to cover expenses where necessary. Please consider using the Temple for a family dinner prior to the Friday evening Shabbat Service, for the Saturday Kiddush luncheon, and for a party on Saturday evening.

Room Capacities

Sanctuary:

- Approximately **383** congregants and guests.

Social Hall (For Kiddush Lunch):

- Sit down meal 224
- Buffet Meal 200

*Extra seating available in Sarah's Tent.

Sarah's Tent (For Shabbat Dinner):

- Sit down meal 40
- Buffet Meal 40

Sarah's Tent with Chapel (For Shabbat Dinner):

- Sit down meal 100
- Buffet Meal 100

Kitchen Inventory and Ochel (food) Policy

The Temple Sholom kitchen observes specific dietary regulations and all food must meet the Ochel policy. All caterers have to be approved by the Synagogue, so you should call the office **before** you book a caterer. Please make sure that you and your caterer understand all aspects of the policy. If you or your caterer has specific questions regarding menu planning or ingredients, our program coordinator will be happy to assist you.

Kitchen Equipment

Our kitchen is well equipped and contains:

1 commercial refrigerator
1 commercial freezer (upstairs)
1 six burner gas stove/oven
1 gas convection oven
1 commercial dishwasher

1 refrigerated sandwich unit
1 microwave

Dishes, Cutlery, Glassware, Table Linen, etc.

- 300 - Place settings of china which include: dinner plates, salad plates, bread & butter plates, cup & saucers and a small soup bowls.
- 300 - Place settings of cutlery which include: butter knives, dinner forks, soup spoon, dessert fork and teaspoon.
- 120 - Large soup bowls
- 140 - Wine glasses
- 258 - Water glasses
- 20 - Salad Bowls
- 21 - Bud vases
- 27 - Lazy Susans
- 28 - Water Jugs
- 30 - Coffee and Tea Thermoses
- 26 - Wine Decanters
- 2 - 100 cup coffee percolators
- 61 - Glass candleholders
- 109 - White tablecloths
- 6 - White table skirts

Over the years the Temple's kitchen supplies have been seriously depleted so we cannot guarantee that all of the items listed above are available for your event. All items in the kitchen are inventoried before and after each event. We will need to charge you for any missing items.

PLEASE NOTE: Your caterer or you must provide your own plastic wrap, aluminium foil, paper towels, dish towels, dish cloths, aprons, and garbage bags. One person from your catering company or your family must have a food safe certification and be present in the kitchen during all food preparation and clean up. Also advise your caterer that we compost food waste and recycle plastic, tin, metal and cardboard.

Tables and Chairs

- 9 - 8' rectangular tables (seat 10 persons each)
- 6 - Round tables (seat 10 persons each)
- 27 - Round tables (seat 8 persons each)
- 450 - Banquet chairs.

Floor Plans

Please make sure that you and/or your caterer provides the Shul with detailed floor plans of your table set-ups at least **2 weeks** prior to the function. See examples of some standard floor plans on pages 27-29.

FRIDAY ONEG SHABBAT (ONLY WHEN THERE IS NO EARLY SHABBAT DINNER)

On a Friday when there is an 8:15 service the Oneg Shabbat is generally hosted by the Bar/Bat Mitzvah family and/or friends, and is held in the Social Hall. The room is set-up on Thursday evening by the Temple's Caretaker according to your written instructions or those of your caterer. If your child's B'nai Mitzvah falls on an early Shabbat dinner and service other arrangements should be discussed with the event coordinator.

Kitchen Staff

The Temple Sholom Caretakers arrive at 6:00 pm to prepare the kitchen for your Oneg Shabbat. They are responsible for preparing tea, coffee and juice (supplied by the Bar/Bat Mitzvah family) and ensuring that the catering staff leaves the kitchen in a clean and orderly state. There is no charge to the family for our Caretaker's services on Friday night. (up to 8 hours)

Catering

The family must provide a caterer and the appropriate staff to prepare and serve your Oneg. The Temple reserves the right to approve your choice of caterer. If you are self-catering we will supply the staff and charge you accordingly. **One person from your catering company or your family must have a food safe certification and be present in the kitchen during all food preparation and clean up.**

What we provide for your Oneg Shabbat on Friday evening:

- **Room set-up**
- **Cocktail Napkins (white only)**
- **White tablecloths (one per table)**
- **Sanctuary Shabbat candles**
- **Dried pulpit flower arrangement (if requested).**
- **Kitchen inventory**
- **The services of 2 members of the Temple staff**

The Bar/Bat Mitzvah family is responsible for providing:

1. Kitchen and serving staff
2. All food and beverages to be served to your guests as well as the 60 congregants who regularly attend Friday evening services. This should include:
 - **2 Challah (1 for Friday and 1 for Saturday)**

- **1 lb. ground coffee**
- **Tea bags**
- **Coffee creamer & Sugar cubes**
- **2 L milk**
- **Juice or punch (approx. 12 L depending on the # of guests)**
- **Colored Cocktail Napkins (We supply white only)**
- **Pulpit Wine/Juice**

SATURDAY BAR/BAT MITZVAH KIDDUSH LUNCHEON

Baby Sitting/Child Care

If you are expecting a larger number of young children please let the office know so we can provide more child-minding staff. There will be an additional charge of \$100 to provide the additional child-minding staff.

Catering

The family must provide a caterer and the appropriate staff to prepare and serve your Kiddush luncheon and clean up the kitchen. The caterer has to be approved by the shul. If you are self-catering we will supply the staff and charge you accordingly. One catering staff member must be hired for every 30 guests. One person from your catering company or your family must have a food safe certification and be present in the kitchen during all food preparation and clean up.

Your Caterer's responsibilities include, but are not limited to: **washing all used dishes, glassware, and cutlery, serving pieces, pots and pans; wiping down counters, cleaning sinks and dishwasher; wiping out ovens, sweeping and washing the floor.** The extent of cleaning required will be determined by Bernie Clar, the Manager of Operations.

The Temple offers the following facilities and services.

- **2 days kitchen rental (day of event plus one additional day, 9:00 am - 3:30 pm)**
- **Use of all kitchen contents including dishes, cutlery, etc.**
- **Coffee makers**
- **Tables and Chairs**
- **Room set-up and clean-up (up to 6 hours)**
- **White tablecloths (one per table) (There will be laundry charges.)**
- **White table skirts**
- **Table podium if required**
- **Dried Flower Arrangement if required**

Fees

The facility fees for the Kiddush Lunch are as follows:

Up to - 100 invited guests	\$150.00
101 - 150 invited guests	\$200.00

151	- 200 invited guests	\$250.00
201	- 250 invited guests	\$300.00
251	- 275 invited guests	\$350.00

Additional Fees (fees may change without notice)

- **Kitchen Use:** If additional use of the kitchen is required, the cost of the kitchen is \$100.00 per day.
- **Laundry Charge:** \$60 to \$80, depending on number of guests.
- **Caretaking services:** On a non-Bar/Bat Mitzvah Friday & Saturday, our Operations Manager is hired to work for 6 hours. The family will be charged for the Caretaker's time over and above 6 hours at the rate of \$25.00 per hour. The average cost per weekend is around \$150.00.
- **Security:** It is compulsory to have a security guard on duty during the Friday Night Oneg and service and Saturday Morning service and the Kiddush luncheon. The cost of this is \$200.00 or \$250 if you have a Friday Night Dinner.
- **Damage:** The Bar/Bat Mitzvah family is responsible for the cost that the Temple incurs in repairing any damage that arises during your function.
- **Childminding:** If you are expecting a large number of children who need minding, we will provide a room and snacks free of charge, but you will need to provide the caregiver. Please let the event coordinator at the synagogue know that you will require a room.

Kiddush Luncheon Seating

At the May 23, 1989 Board Meeting, a policy was adopted to have open seating and no assigned seating at Kiddush Luncheons. You may, however, designate a few tables to Bar/Bat Mitzvah family members.

EVENING PARTIES

If you wish you may hold an evening social event at the Temple. The following additional information may be useful:

Rental Rates:

Sarah's Tent for Friday Shabbat dinner	\$ 75
Sarah's Tent with Chapel for Friday Shabbat Dinner	\$200

Social Hall or Chapel and Sarah's Tent:

- 100 persons	\$200
101 - 150 persons	\$275
151 - 200 persons	\$350

Maximum capacity is 175 persons with dance floor

These prices include use of the kitchen on the day of the function. If additional use of the kitchen is required, the cost of the kitchen is \$100 per day.

Security

A Security Guard is required for evening parties at a cost of approximately \$150 per evening (5hrs).

Catering

The family is responsible for providing a caterer and the appropriate staff to prepare and serve the meal, and to thoroughly clean the kitchen. The same conditions listed under 'Catering' in the *Friday Oneg Shabbat* section apply. The caterer has to be approved by the shul. If you are self-catering we will supply the staff and charge you accordingly.

The party must end by 12:00am. The building must be vacant and cleaned by 1:00am. You will be charge an additional \$250 for every ½ hour past 1:00am.

ADDITIONAL INFORMATION

Invitations

Invitations can be mailed or emailed. We ask that everyone in the B'nai Mitzvah class be invited to the event (a list of contacts can be obtained from the Temple's event coordinator). As a courtesy you may also want to consider inviting the following individuals (and their partners): the Rabbis, Cantor, Principal and Tutor. See guests to invite in this booklet. Please see the back of this manual with invitation wording examples.

Temple Sholom Hours of Operation

Temple Sholom is open Monday to Thursday **8:30am – 4:30pm** and Fridays **to 4:00 pm**, if your caterer, or your photographer requires access to the Synagogue, please make arrangements with the office. There may be a charge to accommodate your request.

Deliveries and Pick-ups

Deliveries of flowers, rentals, food, etc. *must* be made to the Temple by **3:00 p.m. on Friday afternoon**. Rentals (dishes, linens etc.) must be re-boxed immediately after the Kiddush and picked up by Monday morning.

Photographs

Temple Sholom does not allow still or video photographs to be taken during the service. Photographs may be taken before and after the service. Please call the office to make arrangements if you plan to have photographs taken in the days prior to the Bar/Bat Mitzvah.

Flowers

Flowers may be placed on the buffet table during the Oneg and Kiddush Luncheons. Flowers must be in a container that is **completely water-tight**. Please do not use strong smelling flowers, especially lilies.

Self-Catering

For a more economical Catering option you may self-cater. This involves:

- 1) Providing **all** the food, beverages, condiments etc. for your simcha.
- 2) Buffet style **ONLY!** (You will need to email the event coordinator a detailed menu at least 2 weeks prior to your simcha).
- 3) Use Temple staff only, which the event coordinator will arrange for you. In addition to the labour cost used during your simcha there will be additional cost for supervision, you can discuss these in detail with the event coordinator.
- 4) Use Temple's standards for set ups, decorations and presentation.
- 5) Limited to 200 guests and the use of the social hall only (including kids)

The benefits of self-catering are:

- ✧ Use of Temple platters and overlays.
- ✧ Temple Staff will assist with Simple food preparation, i.e.: pizza bagels, dressing salads, cutting fruit etc.
- ✧ Outstanding food presentation and beautiful fruit platters

- ✧ Flower arrangements (bring your own flowers and we'll arrange them for you).
- ✧ You can have the food prepared by your favourite restaurant/bakery or other food establishment (as long as it complies with our "Ochel" policy).
- ✧ Supervision Costs < **150 guests is \$150.00**>. This is not negotiable and is in addition to the labour costs.

The events coordinator works with all B'nai Mitzvah families. However if you require extraordinary support due to your self-catering options, additional costs over and above the supervision costs may be incurred.

Alcohol

If you are planning on serving alcohol other than ceremonial wine, the family is responsible for obtaining the liquor license.

Decorations

Please discuss your décor ideas with the events coordinator. Sparkles, confetti or attaching items to the walls will not be permitted. Some candleholders are a fire hazard. Please check with the events coordinator before purchasing your decorations.

Any decorations that involve attaching items to the ceiling must be pre-approved by the office.

Billing

The Temple office will invoice families following the event for the services utilized.

TEMPLE SHOLOM BAR/BAT MITZVAH FORM

To be completed and turned into the office **2 WEEKS** prior to your Bar/Bat Mitzvah date. Both English and Hebrew names are required for Aliyah, Hag'Ba, and Gelela.

<p style="text-align: center;">Bar/Bat Mitzvah English Name</p>	<p style="text-align: center;">Bar/Bat Mitzvah Hebrew Name (including parents Hebrew names)</p>
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OPENING/CLOSING ARK #1 (*English Name, Relationship to Child, 2-4 people, do not need to be Jewish*)

TORAH PASSING (*Usually Jewish Grandparents, Parents, and B'nai Mitzvah*)

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ALIYAH (Torah Blessing) *Please print clearly*

English Names	Hebrew Names	Relationship
<i>1-4 names may be entered for each Aliyah</i>	<i>Including Hebrew Names of Parents</i>	<i>To Bar/Bat Mitzvah Child</i>
<p>(ALIYAH 1) Chapter : _____</p> <p>Verse _____</p> <p>Reader: _____</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	<p>R: _____</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	<p>R: _____</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>

English Names <i>1-4 names may be entered for each Aliyah</i>	Hebrew Names <i>Including Hebrew Names of Parents</i>	Relationship <i>To Bar/Bat Mitzvah Child</i>
<p><i>(ALIYAH 2) Chapter :</i> <i>Verse _____</i></p> <p>Reader: _____</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	<p>R: _____</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	<p>R: _____</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>
<p><i>(ALIYAH 3) Chapter :</i> <i>Verse _____</i></p> <p>Reader: _____</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	<p>R: _____</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	<p>R: _____</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>
<p><i>(ALIYAH 4) Chapter :</i> <i>Verse _____</i></p> <p>Reader: _____</p>	Congregational Aliyah	Congregation
<p><i>(ALIYAH 5) Chapter :</i> <i>Verse _____</i></p> <p>Reader: _____</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	<p>R: _____</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	Parents & Post BM Siblings

4. _____	4. _____	
(ALIYAH 6) Chapter : Verse _____ _____	_____	Bar/Bat Mitzvah Maftir [] Repeat Reading of Aliyah #5

HAG'BA (*Lifting the Torah*) (*English Name, Hebrew Name, Relationship to Child*)

_____	_____	_____
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GELELA (*Binding the Torah*) (*English Name, Hebrew Name, Relationship to Child*)

_____	_____	_____
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OPENING/CLOSING ARK #2 (*English Name, Relationship to Child, 2-4 people, do not need to be Jewish*)

PRAYER FOR CANADA (*page 376 in Siddur*) (*English Name, Relationship to Child, 1-2 people*)

PRAYER FOR ISRAEL (*page 376 in Siddur*) (*English Name, Relationship to Child, 1-2 people*)

SATURDAY MORNING KIDDUSH & MOTZI (*usually younger siblings of the Bar/Bat Mitzvah*)

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FRIDAY NIGHT CANDLE BLESSING & READING (*Page 121 in Siddur*) *Usually Mother(s), Grandmother(s), Sister(s)*

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USHERS

Names: Friday Night	Names: Saturday Morning
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TEMPLE SHOLOM
7190 OAK STREET
VANCOUVER, BC, V6P 3Z9

RENTAL AGREEMENT

Temple Sholom encourages its members to make use of the Synagogue and the rental charges are used to cover expenses. These expenses include:

- Security for Friday night and Saturday morning
- The caretaker (who sets up for you and cleans up after your event)
- Laundry (if you use Temple's linen)
- The use of the kitchen, dishwasher, ovens, appliances,, crockery and cutlery

We do not insist on a deposit but we do require your credit card number and signature in advance. You will be sent a detailed invoice within a week of your event.

Please complete the following:

credit card number: _____

Expiry Date: _____

Name on the Card: _____

Signature: _____

Address: _____

Telephone Home: _____

TEMPLE SHOLOM

To Temple Sholom

Date _____

From _____

(rental applicant)

I wish to rent space at Temple Sholom at which Liquor will be served (my event) in the following room on the following date(s):

I confirm that I have read and understood the attached articles from the BC Liquor Control and Licensing website www.pssg.gov.bc.ca/lcbc.

1. What are the basic rules for a Special Occasion Licence?
2. Special Occasion Licence
3. What everyone should know about BC's Liquor Laws

I agree that before Liquor may be served at my event I will need to supply to the Temple Sholom Executive Director a Special Occasion Licence and A serving it Right Certificate.

In consideration of Temple Sholom agreeing to rent space to me for my event I agree to indemnify and hold harmless Temple Sholom from and all liability relating to the serving of Liquor at my event.

Rental Applicant Signature

Print Name

Invitation Examples

"We invite you to share a special day in our lives as we proudly celebrate the Bat Mitzvah of our son/daughter (NAME) on (DATE) at 10:00am in the morning."

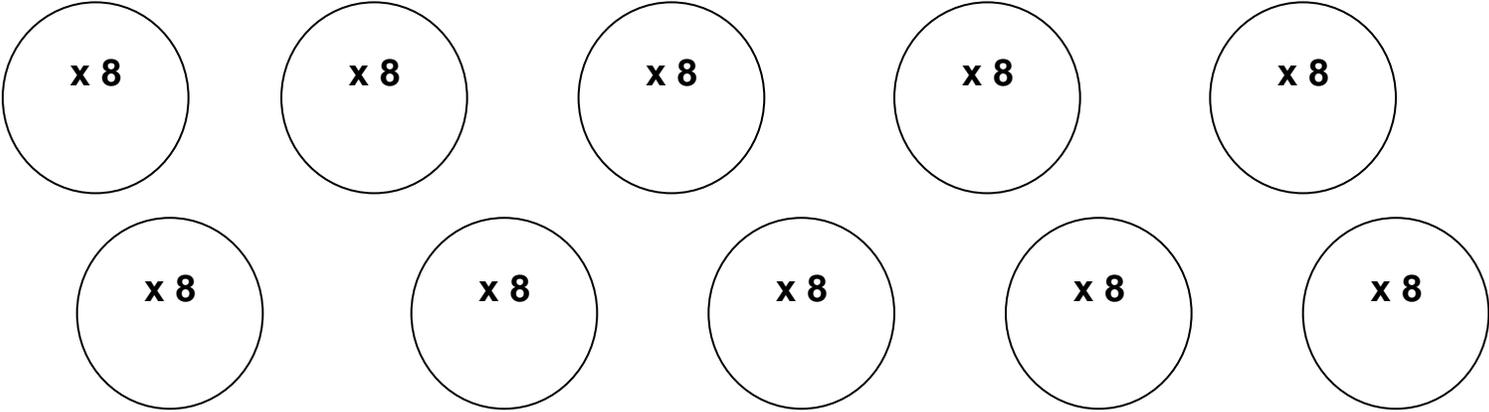
"It would be our pleasure to have you join our family when (NAME) is called to the Torah as Bar/Bat Mitzvah on (DATE) at 10:00am in the morning. Services will begin at (TIME) followed by a Kiddush luncheon. (ADDRESS)."

"Please join us in celebrating when our daughter/son (NAME) will be called to the Torah on the occasion of her/his Bat/Bar Mitzvah on (DATE) at 10:00am in the morning at (ADDRESS)."

"Please join our family on this special day to celebrate as our son/daughter (NAME) is called to the Torah as a Bar/Bat Mitzvah (DATE) at 10:00am in the morning (ADDRESS)."

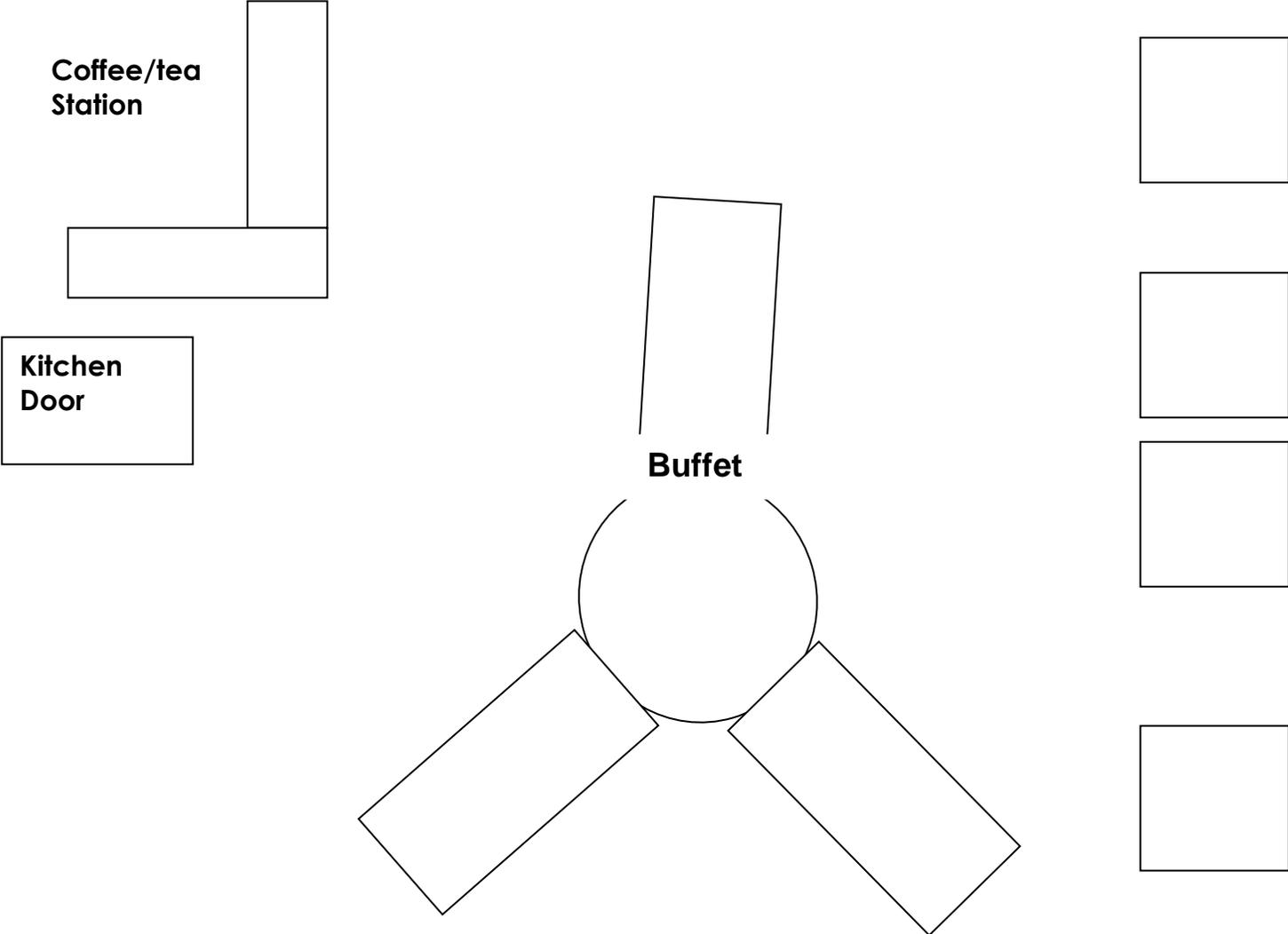
- **Each invitation should also include the dates and times of the Friday evening service and Oneg (8:15pm, Oneg Shabbat Following) and the Saturday morning service (10:00am, Kiddush Luncheon Following).**
- **Note: Thursday morning services begin at 9:00am**

Friday night Shabbat Dinner set up in Sarah's Tent and Chapel Based on 75-80 people max

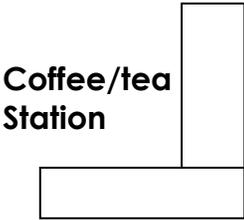


2 long tables for serving right outside the door.

Friday Night Oneg table set up in Social Hall: based on 200 people



**Saturday luncheon table set up in Social Hall:
Based on 200 people**

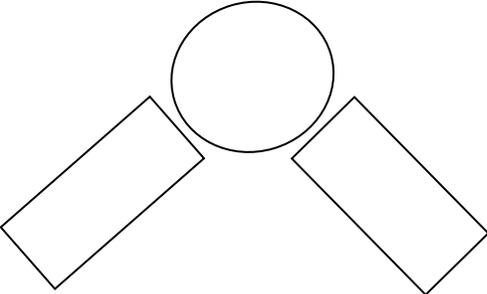


**Coffee/tea
Station**



**Kitchen
Door**

Buffet



Kids Tables

