MORRISTOWN JEWISH CENTER BEIT YISRAEL

*Established in 1899*

 **DAVID JOSEPH NESSON GERRY GROSS MICHELLE NULMAN & GAIL SULKIN MARLA KATZ**

 Rabbi Executive Director Co-Directors, Director, Shalom Yeladim- Religious School The Judie Gerstein Early Learning Center

 **OFFICERS**

 **Co-** Presidents Vice President Financial Secretary TreasurerBoard SecretaryImmediate Past President

 Robert A. Berns Julie Perlow Robert Gelber Mark P. Bender Rebecca Wanatick Eric D. Weinstock

 Fern Spitzer Deborah Sontupe
 Steven Gardberg

*May 2016*

*Mazel Tov on your upcoming simcha!*

*The preparatory months ahead will be filled with both anxious and happy moments for all members of your family. It is our hope that the Rabbi, Cantor and all the professional staff of Morristown Jewish Center Beit Yisrael can assist you on this amazing journey and help bring incredible joy and meaning to this very special moment.*

*This packet has been assembled to guide you through the important aspects of the B’nai Mitzvah preparation. It answers most questions – but if you have any remaining concerns or thoughts please do not hesitate to contact the Rabbi, Cantor, Executive Director or Co-Directors of Education.*

*It is our intent to give each child and each family individualized guidance for the B’nai Mitzvah. We can be reached at 973-538-9292.*

*We look forward to working with you and sharing in this most special event in the life of your child.*

 **Arthur A. Sachs z’l**

 **Hazzan Emeritus**

 **Maimon Attias**

 **Hazzan Emeritus**

**177 Speedwell Avenue, Morristown, New Jersey 07960**

**Phone: (973) 538-9292 Fax: (973) 538-3229 E-mail: execdir@mjcby.org**

**117 Years of History and Counting**

 ***A Conservative Congregation Affiliated with the United Synagogue of Conservative Judaism***

**MORRISTOWN JEWISH CENTER BEIT ISRAEL**

**Approved Kosher Caterers**

|  |  |  |
| --- | --- | --- |
| NAME | TOWN | PHONE |
|  |  |  |
|  |  |  |
| **Celebration Kosher Catering** |  **Lake Hiawatha** | **973-947-8808** |
| **Crystal Plaza** | **Livingston** | **973-992-8100** |
| **Deli King of Linden** | **Linden** | **908-925-3909** |
| **Exquisite Caterers** | **Marlboro** | **732-294-0032** |
| **Foremost Caterers** | **Moonachie** | **201-664-2465** |
| **Harriet Sakofs** | **MJCBY Sisterhood** | **973-292-1959** |
| **In Thyme** **Caterers**  | **River Vale** | **973-944-4880** |
| **Kosher Designers** | **Fair Lawn** | **201-791-0518** |
| **Kosher Konnection** | **Passaic** | **973-777-1120** |
|  **Majestic Kosher Caterers** |  **Elizabeth** |  **917-373-3022** |
| **Menagerie Caterers (Dairy)** | **Englewood** | **201-569-2704** |
| **Petak** | **Fair Lawn** | **201-797-5010** |
| **Pomp ‘n’ Platters****Reubens Glatt Spot**  | **Morristown****West Orange** | **973-539-4314****973-736-0060** |
| **Richfield Regency** | **Verona** | **973-239-6234** |
| **Signature Creations** | **Linden** | **908-486-7889** |
| **Super Duper Bagel (Dairy)** | **Livingston** | **973-533-1703** |
|  |  |  |

If you decide to use one of these caterers for your affair at MJCBY, please fill out the Rental Application Form and return it to the office. Caterers must sign an accreditation form, supply a security bond and be approved by the Rabbi before being accepted at the Center.

**Please note: This is not an exclusive list. Any other kosher caterers must be brought to the attention of the office for approval by the Rabbi.**

**MORRISTOWN JEWISH CENTER BEIT YISRAEL**

**B’nai Mitzvah Fee**

**Basic Fee:**

There is a standard B’nai Mitzvah fee of $950 that includes lessons with the Rabbi and Cantor, administrative costs, and the custodial cost for the Friday Evening Oneg and a standard Kiddush that ends no later than 2:00pm. The Basic Fee does not include the cost of food. Food for the Kiddush and Oneg may be obtained either from Sisterhood or an approved outside caterer. The Bnai Mitzvah Fee and all other fees in this schedule are valid through June 30, 2012. As part of MJCBY’s annual budget process, these fees are reviewed and may be changed effective July 1.

Many families incur additional fees because they have a more elaborate Kiddush, a Friday night dinner or a private party at MJCBY. This sheet provides information on the additional fees for a Kiddush or Kiddush Luncheon that is open to the entire congregation. Please see the separate Facilities Fee brochure if you are considering having a private party.

**Additional Fees for Open Kiddush or Kiddush/Luncheon:**

|  |  |  |
| --- | --- | --- |
| 1. | $ 50 | Additional Custodial Fee for each hour or part thereof if the Kiddush orKiddush/Luncheon extends beyond 2:00pm. |
| 2. | $250 | Fee for use of kitchen by approved outside caterer. Note that the caterer also has to pay a refundable deposit. See number 12a. |
| 3. | $200 | Friday Night Dinner for 50 or less (includes custodial for 1 ½ hours) |
| 4. | $100 | Friday Night Dinner for each additional group of 50 people or any part thereof) |

The following are examples of fees for types of combinations that B’nai Mitzvah families often consider and do not include the Basic Fee of $950. Keep in mind that these are synagogue fees only and do not include cost of food provided by Sisterhood or a Caterer. Numeric references are to the Facilities Fees for Private Parties.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description** | **Fee Category(ies)** | **Fee** |
| A. | No Friday night dinner. Kiddush in one room or both rooms, catered by Sisterhood and ending by 2:00pm |  | No added fees |
| B. | Friday night dinner for less than 50 people; Open Kiddush/Luncheon in both rooms provided by an outside caterer ending at 2:00pm.  |  2, 3 | $ 450 |

SISTERHOOD

MORRISTOWN JEWISH CENTER BEIT YISRAEL

**Kiddush Option One: A Simple Nosh!**
Ceremonial Challah

Sliced Challah

Bagels & Cream Cheese

Crudités & Dip

Tuna, Egg & Whitefish Salad

Assorted Cakes & Cookies

Soda

Coffee & Tea

Fresh Fruit

Price - $6 per person $2 per child
 Waitress Charge - $100

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 **Kiddush Option Two: A Light Lunch!**

(Includes Everything from Kiddush Option One)

Assorted Bagels, Rolls & Fancy Breads

Whitefish Salad

Assorted Cheese Platter

Mesculen Salad with Mandarin Oranges
Greek Salad or Ceasar Salad

Assorted Varieties of Cream Cheese

(plain, lox spread, scallion)
Sliced Nova Lox with Tomato/Onion Platter
Herring in cream or wine sauce

Fruit Salad

Hummus, Tabuleh & Babaganush
Pizza Bagels

Macaroni & Cheese

Upscale desserts w/pastries, cheesecakes, tarts, etc. and ice cream sundae bar.

Price - $20 per person/Children $15 per person

Waitress Charge - $500 (includes gratuities)

**Additions for Option Two**

Baked Ziti

Apple/Beet Salad with goat cheese

Broccoli Quiche

 *The cost for each of the selections above is an additional $1.50 per person*

Antipasto Platter

Blintz Soufflé with Sour Cream

Eggplant Rollantini

*Each of the selections above is an additional $3.00 per person*

Poached Salmon with Cucumber Dill Sauce

 The cost for the selection above is an additional $4.00 per person.

*Menus can be altered to meet special requests.*

ADDITIONAL IMPORTANT INFORMATION

WHEN USING SISTERHOOD TO CATER YOUR KIDDUSH

**Please remember that your head count is important! You must include an additional 50 congregants who regularly attend services. For example, if you have 100 personal guests attending the Kiddush, you must pay for 150 people. Children under the age of 5 are not included in this count. A head count is required approximately 3 weeks prior to a scheduled event.**

**It is also your responsibility to provide paper goods for you and your guests. If you wish to use our china and our silverware, there will be an additional fee of $1.50 for china and an additional charge of $1.50 for silverware per person. White paper tablecloths are included. Linen tablecoths may also be rented at an additional charge. Also, note that for all luncheons, there will be an additional waitress charge.**

**Centerpieces, if desired, are to be supplied by the family. Bud vases are available for pre-cut flowers. All platters are decoratively garnished. Kosher wine, white grape juice and a bottle of scotch are to be supplied by the family. Payments for events are required in full 3 weeks prior. The cost to sponsor the Friday night oneg is $200.00. All checks should be made payable to the MJCBY Kiddush Committee.**

PAPER GOODS

7’ Plates

9” Plates

 Luncheon Napkins

Cocktail Napkins

Colored Tablecloths (round and rectangle)

Plastic Silverware – Forks, Knives and Spoons

We supply hot and cold cups, and white paper tablecovers

**MORRISTOWN JEWISH CENTER BEIT YISRAEL**

**EVENT/PROGRAM WORKSHEET**

*NAME OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*CONTACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_HOME PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*CELL PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-MAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*START TIME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_END TIME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*NUMBER OF PEOPLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DANCE FLOOR: YES* *[ ]  NO* *[ ]*

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

*FACILITY NEEDS:*

 *Friday Night Dinner* *[ ]*

 *Reception after Kiddush* *[ ]*

 *Saturday Evening* *[ ]*

 *Sunday Afternoon* *[ ]*

 *Sunday Evening* *[ ]*

*ROOM REQUESTED:*

 *Ballroom* *[ ]*

 *Frigand Hall* *[ ]*

*CATERING (if applicable):*

 *Name of Caterer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Will you be using the MJCBY Kiddush Committee? YES* *[ ]  NO* *[ ]*

*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\**

*NOTES:*

**MORRISTOWN JEWISH CENTER BEIT YISRAEL**

FACILITY RENTAL APPLICATION

 NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 PHONE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CELL #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 DATE REQUESTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EVENING [ ]  AFTERNOON [ ]

 TYPE OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ROOM (S) REQUESTED:

 BALLROOM [ ]  FRIGAND [ ]  OTHER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CATERER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 RENTAL AMOUNT: $\_\_\_\_\_\_\_\_\_\_

 DEPOSIT: $\_\_\_\_\_\_\_\_\_\_

 BALANCE: (Due 2 weeks prior to function) $\_\_\_\_\_\_\_\_\_\_

 COMMENTS:

 SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_

Responsibility for Damages

In further consideration for the rental of the Morristown Jewish Center Beit Yisrael Facilities, I understand that I am responsible for all damages to the MJCBY Facilities during the “private” use of the MCJBY Facilities including but not limited to damages caused by guests, damages caused by third parties (e.g. caterers, bands, DJs, other entertainers, etc.). I understand that there are parts of the building that cannot be locked off and that it may be prudent to have someone periodically check the other parts of the building.

As used herein, the term “private” means that some designated portion of the MJCBY Facilities is scheduled for use by you and your family and not for general use by MJCBY. The use of the term “private” does not imply that MJCBY engages either facilities personnel or security personnel to check who is entering the building. For long private parties (3-4 hours), it is recommended that you consider engaging someone for that purpose.

I understand and agree to the terms herein.

 SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_

 SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_