



MORRISTOWN JEWISH CENTER

BEIT YISRAEL

B'nai Mitzvah Guide Members' Addendum

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Introduction

The Members' Addendum is a companion document to the MJCBY B'nai Mitzvah Guide, which is published on our website. The information in the addendum is private for our members.

Expectations of the B'nai Mitzvah Family

Financial Obligations

All *B'nai Mitzvah* families must be members in good standing.

- At the start of tutoring sessions with the Cantor, approximately nine months from the *B'nai Mitzvah* date, all financial obligations, including membership dues, religious school dues, Kol Nidre pledges and building fund fee, must be at least fifty percent paid.
- At least two months prior to the *B'nai Mitzvah*, the remaining balance must be paid in full.
- There may be a surcharge to the *B'nai Mitzvah* fee if the *B'nai Mitzvah* has not met the attendance requirements for Religious School and Junior Congregation.
- There is an additional *B'nai Mitzvah* fee of \$950 which includes a general fee of \$500 and the custodial fees for the basic Friday night dinner and Saturday morning Kiddush.
- There may be additional custodial fees depending on the Friday night/Saturday morning options that you select.

All event rental fees, if applicable, must also be paid in full, four weeks prior to the *B'nai Mitzvah*. Please see the attached "*B'nai Mitzvah* Event Application" document on page 23 for more information.

Coordination with MJCBY Office

- You should plan to meet with the Executive Director regarding the plans and schedule for your *B'nai Mitzvah* no later than four months prior to the *B'nai Mitzvah*, and preferably at least six months prior to the *B'nai Mitzvah*, particularly if you intend to use an outside kosher caterer.
- The MJCBY Office must be supplied with the names of all outside vendors who will be delivering items to MJCBY for the *B'nai Mitzvah*, including outside caterers, florists, and entertainers.

Please keep in mind that there may be other events scheduled at MJCBY on the weekend of your *B'nai Mitzvah*. Some of these events may be on Shabbat morning (e.g Aufruf or Baby Naming) and some may be Saturday evening or Sunday. These events may also require pre-Shabbat deliveries and may require coordination. If you intend to have a more elaborate Kiddush using an outside caterer, it is important for the MJCBY Office to know that so that the family having the other *simcha* can be notified to coordinate the congregational Kiddush.

Event Expectations

Flowers/Bimah Decoration

The *B'nai Mitzvah* family is strongly encouraged to provide flowers or other decorations for the *Bimah*. If you provide flowers, please ask the florist not to include tropical flowers, lilacs, or any flowers with strong scents in deference to people who participate in services and have allergies to flowers. Some families do inventive displays using food items, clothing and/or toys that are donated and delivered to a soup kitchen, food pantry or shelter after Shabbat. The flowers or other decorations must be in the sanctuary by 12 noon on Friday.

Program Guides

MJCBY does not print a guide to Shabbat Morning services; however, some families wish to provide one for family, friends, and congregants to explain the ceremony and have as a keepsake. If you intend to prepare a program for your child's service, please submit a draft to the Rabbi for review before

printing at least two weeks prior to the *B'nai Mitzvah*. Only approved programs may be distributed at MJCBY services. These programs must be in the sanctuary by 12 noon on Friday.

Candy

It is traditional to throw candy at the *B'nai Mitzvah* after the conclusion of the blessings after the *Haftarah*. The candy must be kosher, soft (e.g. Sunkist Fruit Gems) and have a wrapper. Please supply it to the MJCBY office by 12 noon on Friday.

Ritual Garments

B'nai Mitzvah are encouraged to have their own *kippah*, *tallit* and *tefillin* prior to their *simcha*. Our Sisterhood gift shop has a wonderful assortment of these items for you to choose from.

Anyone who identifies as male is expected to wear a kippah whenever they are in the building. Others may choose to wear a head covering in our building but are not required to unless they are on the *Bimah* for an honor. Many families choose to purchase *kippot* for their guests and the congregation. Please have these in place outside the sanctuary in the rotunda by 12 noon on Friday.

Jewish adults are encouraged to wear a *tallit* at our morning services. Jewish adult males must wear one if they are called to the *Bimah* when the Torah is out, and Jewish women and non-binary Jews may choose to wear one.

Attire

A *B'nai Mitzvah* is a religious service and appropriate decorum includes appropriate, modest dress.

Smoking

MJCBY is a smoke free facility and smoking is not permitted in or on MJCBY property.

Cell Phones and Electronic Devices

All cell phones and other electronic devices, other than medical equipment, are to be turned off on Shabbat prior to entering MJCBY.

Photography/Videography

No photography or videography is permitted on *Shabbat* on synagogue property. Synagogue property includes the front lawn, driveway, and rear parking lot, as well as the building itself. Arrangements can be made to take pictures or videos prior to the *B'nai Mitzvah*. Please check with the Rabbi and Cantor prior to scheduling photography if you want them present for pictures and confirm with the Synagogue Administrator that the time and date is available. The Torah may not be removed from the Ark for pictures without clergy or a member of the Ritual Committee in attendance.

Religious School Guests

It is customary and appreciated that all members of the 6th and 7th grade *B'nai Mitzvah* class will be invited to the Friday night Shabbat dinner and service, Saturday morning service and Kiddush as well as any other celebrations to honor the *B'nai Mitzvah*. This allows all students in the religious school class to celebrate with one another, without leaving anyone out.

Chaperone Duty

Each *B'nai Mitzvah* family is expected to chaperone for other members of your student's *B'nai Mitzvah* class. This is a cooperative effort of all the families throughout the year and helps us to maintain proper decorum for all *B'nai Mitzvah* services. This policy also has the benefit of yet another opportunity to familiarize each family with the flow and choreography of the *Shabbat* service at MJCBY in advance of their own *simcha*. If you need help matching with a family, please reach out to the Director of Education. Some instructions for your chaperones:

- One chaperone is suggested for every 25 young adults.
- The young adults should not go to any other parts of the building or leave the building. Try to arrange it so that only one or two young adults leave at any given time.
- If necessary, remind young adults with cell phones and other electronic devices that they are not to be used inside the Sanctuary and are to be turned off or set to silent.

Handicapped Access

MJCBY is handicap accessible and includes ramps and a lift. [The Inclusion page on our website has a complete listing of our accessibility accommodations.](#)

Parking

Since the size of our parking lot is limited, please advise your guests of alternate parking locations after you have checked with the office as to where parking is allowed during your event, other than the usual public parking lot or metered spots. The office is happy to provide a parking map should you need it.

Buses

Buses are not permitted in the MJCBY parking lot because of the size and layout of the parking lot. If you intend to use buses to transport your guests, please speak to the Executive Director regarding where the buses can pick up your guests.

Deliveries and Removals

All deliveries (e.g., flowers, food, wine, grape juice, candy, balloons) must be made during hours when MJCBY is open. Those hours change from time to time so please check with the Executive Director to make sure the building is open for deliveries. If you will need assistance with the deliveries, please check in advance to see if there will be someone at MJCBY who can assist you. Please keep in mind the following:

- No items may be brought to the synagogue after Shabbat begins.
- No items may be removed from MJCBY until Shabbat ends.
- Flowers and Bimah decorations must be removed no later than the Monday immediately after the *B'nai Mitzvah*.
- If an outside caterer is used, all leftover food must be removed from MJCBY no later than Sunday morning unless other arrangements are made, as there may be events later in the weekend that require the use of the kitchen. MJCBY will throw out items that are left beyond these deadlines or arrange for them to be delivered to a soup kitchen if appropriate.
- If there is a large volume of leftover items that must be discarded, MJCBY reserves the right to charge you for the cost of removal.

Honoraria

Though not required, many families wish to express their gratitude to the Rabbi and Cantor and honor the work they did with their child in preparation of becoming a *B'nai Mitzvah*. If this is the case, we suggest that a donation you feel is appropriate be made to the Rabbi's Discretionary Fund or the Cantor's Discretionary Fund. Of course, if you wish to donate to another MJCBY fund, you are welcome to do so. For naming opportunities or the creation of an endowment, please speak to the President of MJCBY.

Friday Night Dinner, Kiddush and Private Events

Friday Night Dinner

A beautiful tradition has begun where the Cantor invites the *B'nai Mitzvah* family to host a Friday night dinner and welcomes the entire religious school class and their families, as well as any congregants who have attended services (usually about ten), to participate. The Cantor works with the family on a menu and, with volunteers, cooks the delicious meal herself! In return, the family agrees to pay for the ingredients as well as

the cost of one or two servers to help with set-up, food service and clean-up. This has become a highly acclaimed community event for our *B'nai Mitzvah* families!

If a family wishes to host a Friday night dinner for the religious school class and their families, as well as any congregants who have attended services, but have an outside Kosher caterer brought in, please request the "Approved Kosher Caterers" list from the MJCBY office. Finally, some families may prefer to have a private Friday night dinner for their own guests, separate from the communal dinner. In any of the above instances, please complete the "*B'nai Mitzvah* Event Application," and return to the Executive Director at least four months in advance of your celebration.

Kiddush

It is expected that the *B'nai Mitzvah*'s family will kindly sponsor the *Kiddush* immediately following Shabbat morning services. You are welcome to use the MJCBY Kiddush Committee or bring in a Kosher caterer from our approved vendor list. Please request the "Approved Kosher Caterers" list and the "MJCBY Kiddush Catering" menu from the MJCBY office for more information. Don't forget the challah, wine and grape juice!

It is important to note that food requirements for Saturday morning should be based on the number of guests you expect plus thirty congregants. Please provide the MJCBY Office with a count of the number of guests you expect one week prior to your *B'nai Mitzvah* so that the appropriate number of tables may be set up. Once again, please complete the "*B'nai Mitzvah* Event Application" and return to the Executive Director at least four months prior to your *simcha*.

Private Receptions on Shabbat at MJCBY

Apart from the Friday night dinner or *Kiddush*, we welcome you to use our beautiful ballroom and/or Frigand Social Hall to have a reception following Kiddush on Saturday morning. Please keep in mind that the *B'nai Mitzvah* is both a family and a community event. If you choose to have a private lunch reception immediately following services, all guests and congregants will gather and participate in a *Kiddush* together, and then you may welcome your guests into the room where your private luncheon will be held.

If you choose to have a private Saturday evening event at MJCBY, please make sure you check with the Rabbi or a member of the Ritual Committee to determine what time Shabbat ends and your event can begin.

Again, please complete the attached "*B'nai Mitzvah* Event Application" if you wish to host a private reception.

We hope to have laid the groundwork for your *B'nai Mitzvah* to be able to feel, think and act as Jewish adults in the future. Religious school and Jewish Day School are the starting points in helping our children to embrace their heritage, as well as all the meaningful and loving work you do at home to foster a love of Judaism. It is our wish that your child will continue their Jewish education through our Advanced Learning Program (ALP) from eighth grade through twelfth grade. We also encourage participation in our post *B'nai Mitzvah* "Minyonaire's" program. And, of course, we look forward to having them remain active participants in our Synagogue's youth groups. We invite your family to be actively involved in the many enjoyable and meaningful aspects of Jewish life being offered at MJCBY and we look forward to celebrating future *simchas* together for years to come!

B'nai Mitzvah Commitment

Name of the *B'nai Mitzvah*

We, the parents of the *B'nai Mitzvah*, have read and understand the entire *B'nai Mitzvah* guide, and agree to all its requirements in order to have our child be called to the Torah as a *B'nai Mitzvah* at MJCBY. We further agree to assist our *B'nai Mitzvah* in the fulfillment of their obligations under this guide.

I, the *B'nai Mitzvah*, have read “*B'nai Mitzvah* Preparation” and “The *B'nai Mitzvah* Service” portions of this guide and agree to all its requirements.

Parent/Guardian of the *B'nai Mitzvah*

Parent/Guardian of the *B'nai Mitzvah*

B'nai Mitzvah

Date

B'nai Mitzvah Profile

(To be filled out by the parents of the B'nai Mitzvah and returned to the Rabbi at least one month prior to the B'nai Mitzvah)

1. **Family History:** Tell me about your family. Where are they from? Are there any memories that are relevant to the B'nai Mitzvah?

2. **About the B'nai Mitzvah:**
 - How would you describe your child to a stranger who has not met him or her? Include things like favorite school subjects, pets, hobbies, personality traits, anecdotes, special talents etc.

 - What does the B'nai Mitzvah do in their spare time?

 - Describe the B'nai Mitzvah's relationship with siblings/family?

 - Tell me anything else that would give me insight into your child's character.

3. **Grandparents and Great Grandparents:** What are the names of the B'nai Mitzvah's grandparents? Tell me about them. Are any still living and if so, will they be at the B'nai Mitzvah?

4. **Name:** Who is the B'nai Mitzvah named for? Are there any special qualities of those people that you would like to see the B'nai Mitzvah emulate in their future life and if so, describe them?

5. **Effect of B'nai Mitzvah on You:** How will this simcha affect your lives?

6. **Siblings:** Tell me the names of the B'nai Mitzvah's siblings and whether they will be at this milestone?

Honors List

The following is a sample list of all the Honors for Shabbat evening (Friday Night) services and Shabbat morning services. The Rabbi will meet with each family 2-4 weeks before the B'nai Mitzvah to review the most updated version of this list.

Shabbat Evening Honors:

Page	Honor Description	Person with Honor and relationship to B'nai Mitzvah (e.g. grandparent, uncle, friend of family, etc.)
21	Open Doors for <i>Lecha Dodi</i>	
	Presentation of Ritual item to B'nai Mitzvah (Optional)	
50	Open Ark for <i>Aleinu</i>	

Shabbat Morning Honors:

Page	Honor Description	Person with Honor and relationship (e.g. grandparent, friend)	Provide Hebrew Name(s) in those boxes that are not shaded out
129	Open Ark for <i>Torah</i> Service		
141	Removal of <i>Torah</i> (s) from Ark		
141	Carry <i>Torah</i>		
	Speech 1 re: <i>Torah</i> reading		
	1 st <i>Aliyah</i>		
	<i>Torah</i> Reader for 1 st <i>Aliyah</i>		
	2 nd <i>Aliyah</i>		
	<i>Torah</i> Reader for 2 nd <i>Aliyah</i>		
	3 rd <i>Aliyah</i>		
	<i>Torah</i> Reader for 3 rd <i>Aliyah</i>		
	4 th <i>Aliyah</i> (Rabbi will advise you if this is available.)		
	<i>Torah</i> Reader for 4 th <i>Aliyah</i>		
	5 th <i>Aliyah</i>	Congregational <i>Aliyah</i>	
	<i>Torah</i> Reader for 5 th <i>Aliyah</i>		
	6 th <i>Aliyah</i>	<i>Yahrzeit Aliyah</i> - Congregation	
	<i>Torah</i> Reader for 6 th <i>Aliyah</i>		
	7 th <i>Aliyah</i>	Parents of B'nai Mitzvah	
	<i>Torah</i> Reader for 7 th <i>Aliyah</i>		
	<i>Maftir Aliyah</i> (B'nai Mitzvah)		
146	Lifting the <i>Torah</i>	Congregation/Family Honoree	
	Tying the <i>Torah</i>		
	Speech 2 re: <i>Haftarah</i>	B'nai Mitzvah	
	<i>Haftarah</i> including blessings	B'nai Mitzvah	
	Speech 3 – B'nai Mitzvah/Personal	B'nai Mitzvah	
151	<i>Ashrei</i>		
153	Carry <i>Torah</i> for return		
154	Open Ark for <i>Torah</i> return		

	All Presentations Except Minyanaires (includes MJCBY, HAMC, Ramah, Holocaust Twinning, etc.)	Rabbi	
182	<i>Eyn Kaylohaynu</i>		
183	Ark Opening for <i>Aleinu</i>		
	<i>Shehecheyanu</i>	Parents, Siblings, Grandparents	
	Parents' Prayer (Optional)		
	Minyanaires Presentation		
187	<i>Adon Olam</i>		
	<i>Motzi</i> – At Kiddush after services		

For the Bimah announcements

Parent(s) Name:

Siblings Names:

Grandparents Names:

Guests Traveling From:

Honor Instructions for Friday Evening Shabbat Services

Instructions for Opening the Sanctuary Doors for Lecha Dodee

- When the Rabbi announces that we turn to page 21, go to the back of the Sanctuary, and stand by the double doors that are the entrance to the Sanctuary.
- Wait by the doors until we reach the last paragraph on page 22. The Rabbi will then ask the congregation to rise and face the back of the Sanctuary.
- Once the Rabbi makes the announcement for the congregation to rise, open the doors of the Sanctuary.
- Keep the doors of the Sanctuary open until we finish that paragraph. When everyone turns around and faces the front of the room, you may close the doors and return to your seats.

Instructions for Opening the Ark for Aleinu

- *Aleinu* is done immediately after the Rabbi completes his sermon. When the Rabbi completes his sermon, he will announce the *Aleinu* prayer on page 51.
- Please walk up to the *Bimah*, go to the right side of the Ark, and open the drawstrings on the right side of the Ark.
- When *Aleinu* is concluded, please close the Ark curtain and return to your seat.

Honor Instructions for Saturday Morning Shabbat Services

Ark Openings

- When asked to do so by the usher, please walk up to the stairs on the right side of the *Bimah* and take one of the seats that are at a 90-degree angle from where the Rabbi sits.
- When the Rabbi asks you to do so, please walk up to the right side of the ark and open the drawstrings on the right side of the Ark.
- When the Rabbi asks you to do so, please close the Ark Curtain. You may then return to your seat.

Carrying the Torah Out From the Bimah

- When asked to do so by the usher (generally when the *Torah* service is announced on page 139), please walk up to the stairs on the right side of the *Bimah* and take one of the seats that are at a 90-degree angle from where the Rabbi sits until the ark is opened and the Rabbi asks everyone to rise.
- After being handed the *Torah*, descend the stairs on the left side (Cantor's side) of the *Bimah* and proceed up the aisle to the back of the Sanctuary. Return to the front of the Sanctuary using the middle aisle. Bring the *Torah* back up to the *Bimah* using the stairs on the right side (Rabbi's side) of the *Bimah*, where the Gabbai will take the *Torah* from you. You may then return to your seat.

Carrying the Torah Back to the Bimah

- When asked to do so by the usher (generally after the B'nai Mitzvah finishes his/her the speech after the Haftarah), please walk up to the stairs on the left side of the *Bimah* and take one of the seats that are at a 90-degree angle from where the Cantor and B'nai Mitzvah are seated.
- After taking the *Torah* from the Gabbai, descend the right hand stairs on the Rabbi's side of the *Bimah* and proceed up the aisle to the back of the Sanctuary. Return to the front of the Sanctuary using the middle aisle. Bring the *Torah* back up to the *Bimah* using the stairs on the left side (Cantor's side) of the *Bimah*, where a Gabbai will take the *Torah* from you. You may then return to your seat.

Instructions for Individuals with Aliyahs

A person's Hebrew Name, for the purpose of an *Aliyah*, consists of the person's Hebrew Name plus the Hebrew name of the person's father. It may also include the Hebrew Name of the person's mother, but it is not required. Here are some examples:

- For a female: Sarah bat (daughter of) Shimon (father) v' Miriam (mother)
- For a male: Moshe ben (son of) Reuven (father) v' Leah (mother)
- For a nonbinary person: Rani me-bait (from the house of) Aaron (father) v' Miriam (mother)
- When asked to do so by the usher, please walk up to the stairs on the right side of the *Bimah* and take one of the seats that are at a 90-degree angle from where the Rabbi sits.
- The Gabbai standing to the *Torah* reader's right side will ask you to come stand next to them. The Gabbai calls you (and if you are sharing the *Aliyah*, everyone else who is sharing the *Aliyah*) up for your *Aliyah* in Hebrew using your Hebrew Name.
- The person reading that *Aliyah* will point to the starting place in the *Torah*. Then, you may take either the corner of your Tallit or a provided *Torah* tie, and touch the place that was pointed to, and then kiss the Tallit or *Torah* tie.
- Recite the blessing before the *Torah* Reading:

בְּרַכּוּ אֶת יְיָ הַמְּבַרֵךְ *leader* ba-r'KHU et Adonai hahm-vo-RAKH

בְּרוּךְ יְיָ הַמְּבַרֵךְ לְעוֹלָם וָעֶד *congregation* ba-rukH Adonai hahm-vo-rakh leh-oh-lahm va-ed

בְּרוּךְ יְיָ הַמְּבַרֵךְ לְעוֹלָם וָעֶד *leader* ba-RUKH Adonai hahm-vo-RAKH leh-oh-LAHM va-ED

בְּרוּךְ אַתָּה יְיָ *leader* ba-RUKH ah-TAH Adonai

אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם *congregation* eh-lo-HEY-nu MEH-lekh ha-oh-LAHM

אֲשֶׁר בָּחַר בָּנוּ מִכָּל הָעַמִּים *congregation* ah-SHER BA-khar BA-nu mee-KOL ha-ah-MEEM

וְנָתַן לָנוּ אֶת תּוֹרָתוֹ *congregation* veh-NAH-tahn LA-nu et toe-rah-TOE

בְּרוּךְ אַתָּה יְיָ נוֹתֵן הַתּוֹרָה *congregation* ba-RUKH ah-TAH Adonai no-TAIN ha-toe-RAH

- When the person is finished reading the *Aliyah*, they will point to the place where the *Aliyah* ended. Please take the corner of your Tallit or the *Torah* tie, and touch the place that was pointed to, and then kiss the Tallit or *Torah* tie.
- Recite the blessing after the *Torah* Reading:

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם *congregation* ba-RUKH ah-TAH Adonai eh-lo-HEY-nu MEH-lekh ha-oh-LAHM

אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת *congregation* ah-SHER NA-tahn LA-nu toe-RAHT eh-MET

וְחַיֵּי עוֹלָם נִטְעַ בְּתוֹכֵנוּ *congregation* veh-kha-YAY oh-LAHM na-TAH beh-toe-KHEY-nu

בְּרוּךְ אַתָּה יְיָ נוֹתֵן הַתּוֹרָה *congregation* ba-RUKH ah-TAH Adonai no-TAIN ha-toe-RAH

- After reciting the blessing, move to the left of the *Torah* reader and remain there during the next *Aliyah*. After the next *Aliyah* is finished, you may return to your seat.

Instructions for Lifting (*Hagbah*) and Tying (*Gelilah*) the Torah

A person's Hebrew Name, for the purpose of an *Aliyah*, consists of the person's Hebrew Name plus the Hebrew name of the person's father. It may also include the Hebrew Name of the person's mother, but it is not required. Here are some examples:

- For a female: Sarah bat (daughter of) Shimon (father) v' Miriam (mother)
 - For a male: Moshe ben (son of) Reuven (father) v' Leah (mother)
 - For a nonbinary person: Rani me-bait (from the house of) Aaron (father) v' Miriam (mother)
-
- When asked to do so by the usher, please walk up to the stairs on the right side of the *Bimah* and take one of the seats that are at a 90-degree angle from where the Rabbi sits.
 - The Gabbai will ask you to stand next to them and will call both of you for your honors using your Hebrew names.
 - The person who is *Hagbah* will open the scroll so that three columns are visible and lift the *Torah*, holding the scroll so that the congregation can see the portion that was read, and then will sit in a chair.
 - Once the *Hagbah* sits in the chair, the *Gelilah* will help the *Hagbah* roll the Torah so that the parchment is tight and there is no slack between the two sides of the Torah.
 - The *Gelilah* will take the Torah tie and fasten it tightly around the Torah. The part where it is closed should face the person who is holding the *Torah* (*Hagbah*).
 - The *Gelilah* will take the *Torah* cover and put it over the *Torah*, with the front part of the *Torah* cover facing the person who is holding the *Torah* (*Hagbah*).
 - The Gabbai will then take the *Torah* and put it on a *Torah* stand. You may now return to your seat.

Instructions for Shehecheyanu (Parents, Siblings, Grandparents)

The *Shehecheyanu* Blessing is generally said after *Aleinu*. The Rabbi will ask the parents, siblings and grandparents to rise to say the blessing.

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם
שֶׁהַחַיִּינוּ וְקִיַּמְנוּ וְהִגִּיעָנוּ לְזֶמֶן הַזֶּה

barukh atah Adonai Eloheinu melekh ha-olam

sheh-heh-kheh-ya-nu v'kee-y'mah-nu v'hee-gee-yah-nu

la-zeh-mahn ha-zeh

Blessed are You Adonai our God, Ruler of the Universe
who has kept us alive and sustained us
and brought us to this joyous time!

Morristown Jewish Center Beit Yisrael B'nai Mitzvah Event Application

Definitions

As used herein, the term "private" means that some designated portion of the MJC BY facilities is scheduled for use by you and your guests and not for general use by MJC BY.

Contact Information

Your Name					
Home Phone		Cell Phone		Email	

Event Information

Event Name			Event Date		
Start Time		End Time		# of People	
Type of Event	<input type="checkbox"/> Friday Shabbat Dinner <input type="checkbox"/> Saturday Shabbat Kiddush <input type="checkbox"/> Private Saturday Shabbat Luncheon/Dinner				
Room(s)	<input type="checkbox"/> Ballroom <input type="checkbox"/> Frigand Social Hall		Dance Floor	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Caterer	<input type="checkbox"/> Cantor Shana (Friday Dinner) <input type="checkbox"/> Sisterhood (Sat Kiddush) <input type="checkbox"/> Outside Caterer _____		Caterer Contact Info		
Other Outside Vendors	<input type="checkbox"/> Florist <input type="checkbox"/> Band <input type="checkbox"/> Games/Entertainment <input type="checkbox"/> Event Planner <input type="checkbox"/> DJ <input type="checkbox"/> Balloons/Decorator <input type="checkbox"/> Photographer <input type="checkbox"/> Videographer <input type="checkbox"/> Other _____				
Additional Details					

FACILITY FEE DESCRIPTION

FACILITY FEE DESCRIPTION	Member*	Non-Member	You Pay:
Friday Night Shabbat Dinner cooked by Cantor Shana or catered by an outside kosher caterer but inclusive of congregants in attendance * no charge for room, but cost of food/catering + waitress fee applies	No Charge	N/A	
Friday Night Shabbat Dinner for B'nai Mitzvah families who host a private dinner with an outside kosher caterer * fee is for use of Frigand Hall for 2 hours (inc. custodian) + additional rental fees may apply if dinner is longer than 2 hours (see below)	\$250	N/A	
Saturday Morning Shabbat Kiddush *Does not include catering fee from Sisterhood/outside Kosher caterer	No Charge	N/A	

Private Saturday Shabbat Luncheon/Dinner Private Receptions (see below):	Member*	Non-Member	You Pay:
Grand Ballroom for 4.5 hours ¹ (accommodates 200 or 150 w/dance floor)	\$700	\$1000	
Frigand Hall for 4.5 hours ¹ (accommodates 130)	\$500	\$800	
Ballroom AND Frigand Hall for 4.5 hours ¹	\$1000	\$1600	
Additional hourly fee to extend beyond 4.5 hours ²	\$130	\$200	
Dance Floor Setup and Breakdown	\$350	\$350	
Refundable Damage Deposit ³ (REQUIRED)	\$500	\$1000	
Security Fee ⁴ (SUBJECT TO MJC BY DISCRETION)	\$50-\$80/hr	\$50-\$80/hr	
Additional Custodial Fee – for time needed prior or after periods covered by fees specified above	\$60 / hr	\$80 / hr	
Fee for use of Kitchen by Outside Caterer	\$100	\$300	

Note: Approved caterers must provide Certificate of Insurance and pay a separate \$1000 refundable deposit. Deposits are refunded if the caterer properly cleans up the facility and removes everything within the allowed time frame, leaving no damage.			
Total Balance Due:			

50% deposit of total balance of facility fee due at time of booking. Remaining balance due 4 weeks prior to the event date.

*Members must be in good standing (at least 50% of MJCBY financial obligations met at least nine months prior to the B’nai Mitzvah and 100% of MJCBY financial obligations met two months prior to the B’nai Mitzvah) to receive the benefit of “member” rates.

Fees

Fees include custodial help to set up tables before the affair and cleanup after the affair.

For an event during Shabbat, the fee includes use of the kitchen for storage of prepared food on Friday morning and warming of food or preparation of cold food and general kitchen cleanup during and after the affair. It is assumed that the caterer will provide utensils, china, and other party accessories.

For Saturday night events, access to the facility starts after Shabbat ends. For an event at any time other than Shabbat, access is given 45 mins prior to the event. Earlier access may be arranged at no charge if custodial assistance is not required. Deliveries must be coordinated during MJCBY regular office/open hours. Should the building need to be opened outside of these hours, additional fees may apply.

All event vendors, including caterers, florists, decorators, entertainers, etc. must be approved by MJCBY. Additional fees may apply.

- 1 This includes a custodial fee for 6 hours starting 1 hour before and ending 1 hour after the event. The custodian is present to deal with facility issues (needs for an additional table, cleaning in a bathroom, etc.) and not to assist in the kitchen or with the preparation or serving of food.
- 2 This includes custodial assistance for the additional amount of time as well as room rental.
- 3 Refundable deposit to cover damage to the building during the event. Refundable if there is no damage and refundable in part if the damage is less than the amount of the deposit. This deposit does not limit the member/non-member’s responsibility for the full amount of any actual damage done during the event.
- 4 For events that coincide with Shabbat services on Friday night or Saturday morning, MJCBY will engage one security guard at its expense. If additional guards are requested for those days, additional fees will apply at a rate of \$50-\$80 / guard per hour, payable by the renter. For all other events, MJCBY will determine the necessity for one or more security guards on a case-by-case basis, at a fee of \$50 - \$80 / guard per hour, payable by the renter. All requests for security guards need to be made at least one month in advance of the event to ensure security presence and pricing. See “Security Considerations” below.

Security Considerations

Use of the MJCBY facilities for rental purposes does not imply access to areas of the facility not specified in the form above. I understand that there are rooms and areas of the building not included in my rental that cannot be locked or cordoned off from guests, and that it is my responsibility to keep guests and event-associated third parties (e.g., caterers, bands, DJs, other entertainers, etc.) within the designated portions of the MJCBY facilities.

MJCBY security policy requires that all exterior doors remain closed and locked at all times. Outside of Shabbat services, MJCBY does not engage facilities personnel or security personnel to open exterior doors or check who is entering the building against a guest list. MJCBY recommends that you engage individual(s) for these purposes.

MJCBY, at its discretion, may require the use of one or more of its security guards during your event. For events that coincide with Shabbat services on Friday night or Saturday morning, MJCBY will engage one security guard at its expense. If additional guards are requested for those days, additional fees will apply at a rate of \$50 -\$80 / guard per hour, payable by the renter. For all other events, MJCBY will determine the necessity for guards on a case-by-case basis, at a fee of \$50 - \$80 / guard per hour, payable by the renter. Requests for security guards need to be made at least one month in advance of the event to ensure security presence and pricing.

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 MJCBY during the "private" use of the MCJBY building including but not limited to damages caused by guests, damages caused by third parties (e.g. caterers, bands, DJs, other entertainers, etc.).

I understand and agree to the terms herein.

NAME: _____ SIGNATURE: _____ DATE: _____
(Renting Party)

NAME: _____ SIGNATURE: _____ DATE: _____
(MJCBY Representative)

