



# ***B'rit Mitzvah* Handbook for Parents**

A ready-reference guide to your child's *B'rit Mitzvah* ceremony

Congregation Kol Haverim  
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From Michael Mandell, President of Congregation Kol Haverim Board of Trustees:

Congratulations on this momentous occasion. On behalf of the leadership of Congregation Kol Haverim, I want to express how proud we are of your child for reaching this milestone and for your continued trust and engagement in this community.

While we recognize this year is one of transition, I want to be clear that we are ready and excited to prepare your child and make certain your family has a wonderful *B'rit Mitzvah* experience. We are investing in what we must to provide your family with all the support and assistance you might need during this process.

Our clergy leadership and Lauren Poretsky, Director of Education, will continue to oversee your child's preparation and guide them in the tradition of becoming a *B'rit Mitzvah*. And of course, Christine Carlson will continue to be available to you during this process and provide any assistance or connection you might require. Each of these team members is committed to offering your child the invaluable opportunity to continue to learn about our religion and our culture, and celebrate your child's growing love of Judaism.

Thank you again for your support of this community and for allowing us to honor your child as he/she takes the next step in building a stronger Jewish community.

From Rabbi Craig Marantz

The *B'rit 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.

*B'rit Mitzvah* means "Covenant of the Commandments" and does not specify the gender of the person becoming an adult member of the Jewish community. As such, we will use the term throughout this document rather than Bar/Bat Mitzvah or B'nai Mitzvah. You, of course, are free to choose the term that best reflects the gender identity of your child.

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

Mazel tov on reaching this important milestone!

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## **A History of B'rit 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 *B'rit 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 existence 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 B'rit Mitzvah**

Some of the *mitzvot* (sacred obligations) related to becoming *B'rit Mitzvah*:

- Preparing children for their *B'rit 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 *B'rit 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 *B'rit Mitzvah* party;
- Instructing children in the importance of Jewish education beyond *B'rit 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 - The Process

## *Scheduling Overview*

### **Receiving a Date**

*About 2 years prior to the B'rit Mitzvah*

- Your student will receive their *B'rit Mitzvah* date during the fifth grade year. The date reflects your child's birthday. Should you want or need to change the date, please speak with clergy leadership.

### **Group meeting**

*Prior to your B'rit Mitzvah year*

- Parents will attend a *B'rit Mitzvah Basics* seminar both during their child's fifth and sixth grade school year, where in all likelihood this booklet will be given out, led by the Director of Education, to review the *B'rit Mitzvah Handbook*. "*B'rit Mitzvah Basics*" will explore various aspects of the experience and provide a chance to ask questions.
- During the sixth grade year there will be another meeting for all of the families led by the Director of Education. This meeting helps to explain details of the process, answer any questions that have arisen for families and give families another chance to connect with their child's class cohort.

### **Tutoring**

*Six to eight months prior*

- The Temple Administrator will contact you about six to eight months prior to your student's service in order to provide you with the name of your child's assigned tutor.
- Currently we have two tutors that are assigned on a rotating basis once an opening occurs. You and your child's tutor will discuss a schedule for services.

### **Submit Newspaper article and photo:**

*Three months prior to B'rit Mitzvah*

- A parent should email [office@kolhaverim.org](mailto:office@kolhaverim.org) a photo of your student along with a three- or four-sentence bio for *The Voice*, our newsletter.

### **Kicking Off D'var Torah (Student Speech) -**

*Two months prior*

- During the *B'rit Mitzvah* service, your student will give a speech, called a *D'var Torah*, which will take place after the *Torah* and *Haftarah* readings. A *D'var Torah* is an essay or commentary on a portion of the Torah. Its purpose is to share insights, ideas, and beliefs that relate to the weekly portion. The *B'rit Mitzvah* speech will be a reflection on how the reading is meaningful to the student, while it will also express gratitude to family and teachers, and typically mentions the student's Mitzvah Project. The speech usually draws inspiration from the Torah reading, and how the lessons learned will apply to the teen going forward.

### **Meetings to Frame the D'var Torah Speech**

*Ongoing*

- To assist in writing the *D'var Torah*, the student and their parent(s) will meet with the Director of Education multiple times.

- Typically she will contact you about two months prior to your student's *B'rit Mitzvah* date 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 considered and distributed
- Meetings typically progress as follows:
  - The first meeting as referenced above may last about 90 minutes and involve reading the *Torah* portion together.
  - Second Meeting (30 minutes): The family may discuss with the Director the student's list of three things that he/she found interesting about the portion.
  - Third Meeting (30 minutes): The student links each of those three things to situations in his or her life.
  - Fourth Meeting (30 minutes): The student finalizes the speech.
- More or fewer meetings can be scheduled depending upon the student's progress in writing their *D'var Torah* speech.
- These meetings also serve as a perfect time for the family to discuss the structure of the service and the honors that will be given to friends and family.

### **Ritual Check In**

#### *Two weeks prior to B'rit Mitzvah*

- Congregation Kol Haverim Clergy Leader and the Director of Education will meet with the student and parent(s)/guardian for an opportunity to practice *Torah* and *Haftarah* portions as well as the *D'var Torah*.
- This will also serve as an opportunity to finalize honors

### **Drop Off Supplies**

#### *Days leading in to B'rit Mitzvah*

- You will need to coordinate the delivery/drop-off of food, paper goods, cups, and/or tablecloths for the kiddush, which takes place immediately after the Saturday service.
- If you have a large group coming to the service on Friday night, it is suggested that you supplement the usual Friday night *oneg* with additional pastries.

### **Walk Through**

#### *Friday afternoon before B'rit Mitzvah*

- Student and family will join clergy leadership for a full rehearsal including practicing the student's speech.

## ***Religious School Protocol for Becoming a B'rit Mitzvah***

All *B'rit Mitzvah* candidates must have satisfactorily met all established requirements of the Education and Ritual Committees. Let the Director of Education know if you anticipate any difficulties with the completion of the following requirements:

- Students must complete at least four consecutive years of Hebrew School (or the equivalent) before their *B'rit Mitzvah* service.
- Students are expected to complete the 7<sup>th</sup> grade year regardless of the actual date of the *B'rit Mitzvah* ceremony.
- Students are encouraged to become madrichim in our Hebrew School after becoming *B'rit Mitzvah*.

In order for *B'rit 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 services, especially *B'rit Mitzvah* programs, both in our synagogue and in other synagogues. We also encourage students to attend *Shabbat* and holiday services. Please note that parents are warmly encouraged to join their children at services! All CKH services are presented in person and online.

We expect students to honor their classmates by attending their *B'rit Mitzvah* services.

### ***The B'rit Mitzvah Project***

The Mitzvah Project is a meaningful community service or social action project undertaken by a Jewish teenager, preparing for their *B'rit Mitzvah*. It is intended to actively demonstrate a teen's Jewish values, like compassion and *tikun olam* (repairing the world), by volunteering time or raising funds for a cause that aligns with their interests. The *B'rit Mitzvah* project is a way to meaningfully contribute to the world, as the child enters into adulthood.

Ideally, the Mitzvah Project should be completed prior to the *B'rit 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, you can check out: <https://www.kolhaverim.org/bar--bat-mitzvah.html>. Be sure to check with the Director of Education prior to beginning the project.

### ***Tutoring***

Those students preparing to become *B'rit Mitzvah* will receive individual instruction for 24-30 sessions prior to the ceremony. This instruction is currently provided online and/or in person. Each week, during this preparatory period, students take part in an individualized program in which they spend 30 minutes with their *Torah* and *Haftarah* tutor and 15 minutes working on the worship service with a peer tutor. Peer tutoring takes place via Zoom.

For students with fall dates, appropriate arrangements will be made to begin their tutoring program in the spring. *B'rit 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 encouraged to touch base with the tutors to monitor their student's progress. If additional support is needed, please contact the Director of Education to discuss the student's progress.

## *Honors*

There are many ways to include family and friends in the *B'rit Mitzvah* service. Consider the following:

- Presentation of *tallit* by Jewish parent(s), grandparent(s), special family member or friend.
- Creative readings (all readings must be approved by clergy leadership) can be found on the CKH website.
- Each family may assign up to seven *aliyot* for the *Torah* reading in addition to that of the *B'rit 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 *B'rit 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 Temple Administrator prior to the *B'rit Mitzvah*. A form is included in the Appendix.
- 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.
- *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 *B'rit Mitzvah*. If you don't have a skilled Hebrew reader, speak with the Director of Education.
- The *B'rit Mitzvah* family chooses the presenter of the congregational gifts. Again, if you do not have someone please speak with the Director of Education to identify your need.
- *L'dor v'dor Torah* Passing – Family members and friends who have helped bring your child to this day may be included in the passing of the *Torah* down the generations. The participants do not need to be Jewish to be included. This is optional.
- 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 clergy leaders.

You will have an opportunity to discuss honors with the Congregation Kol Haverim Clergy Leader and Lauren Poretsky.

## *Music*

With permission of the clergy, Laura Bennett Weinstein is available to be an accompanist for the service should a family want the service even more enhanced. Her fee is \$175.00. Please contact CKH Office for scheduling.

## *The Shabbat of Your B'rit Mitzvah Service: Friday Evening*

Family members of the *B'rit Mitzvah* are encouraged to participate in the Friday evening service. The *B'rit Mitzvah* candidate will offer a special prayer in the middle of the worship service. The Friday evening service is scheduled for 7:30 p.m. unless it is Family Friday when the service is held at 6:15 p.m.

## **What Should We Know - The Guidelines**

### *Invites*

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 and meaning of the service. This is entirely optional. If you should choose to create a booklet, prior to printing the booklet, please show the text to the Director of Education.

### *Tallit*

A *tallit* (prayer shawl) is required to be worn by the *B'rit Mitzvah* child when reading from the Torah. It is customary for them to be presented with a *tallit* by parents, grandparents, other family members or friends.

Be sure to allow sufficient time if ordering or making a personalized *tallit*, especially if the *tallit* is arriving from Israel.

### *Kippah*

All participants in the Torah service are required to wear a *Kippah* (skullcap, also known as *Yarmulke*) while in the Sanctuary. It is customary for the family of the *Brit Mitzvah* child to commemorate the event by providing *Kippot* to all attendees, with an inscription on the inside with the child's name and the data of their *Brit Mitzvah*. This, however, is not mandatory.

Be sure to allow sufficient time when ordering personalized *Kippot*, especially if they are arriving from Israel.

### *Presentation of Congregational Gifts*

The *B'rit 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 (one month) should be given to the presenter in order that they have time to prepare the presentation.

The congregational gifts include:

- Kiddush cup – Gift from the Sisterhood
- CKH backpack from the Men's Club
- High Holiday prayer books and *B'rit Mitzvah* Certificate – A gift from the Ritual Committee
- URJ/RootOne Certificate from NFTY (National Federation of Temple Youth) valued at \$3,250 - to be used for a peer trip to Israel
- Class gift includes an inscribed tray, candlesticks and Challah cover

### *Audio and Video Recordings*

All services are currently presented both in-person and online. The service is recorded. Please contact the CKH Office if you would like a copy of the recording

You may arrange for an additional 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 and videography is only allowed from the vantage point of the back of the Sanctuary during the service as to not interfere with the congregational experience. 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, after the service is concluded, or during the week. You might want to consider family photos after the dress rehearsal preceding the *B'rit Mitzvah*. Please call the CKH Office 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 of course 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 contact the CKH Office before making any pulpit arrangements.

### *Kiddush after the Service*

Families are required to provide a large challah, grape juice, and plastic cups for a basic kiddish after the service in the Robert Cohen Social Hall, open to all members of our Congregational community.

Families may choose to offer a more elaborate kiddush, open to all members of our Congregational community, if they wish to. Events should be scheduled approximately 6 months prior to the service. You are required to provide food along with paper goods, tablecloths for the Kiddush after the Saturday morning service, paper goods, and tablecloths at the synagogue. You may choose to enlist the assistance of our temple catering team for set-up, service and clean-up. Please see the appendix for additional forms and contact the Temple Administrator should you choose to use our catering team or have your full celebratory party at the synagogue.

Families that wish to have a private luncheon after the kiddush in the Robert Cohen Social Hall must fill out the forms below and contact the CKH Office.

### *Other Customs*

It is customary to make donations to the Music Fund and the Education Fund to honor the efforts of the team that supported your child to allow for a successful *B'rit Mitzvah*.

## **B'rit Mitzvah Checklist and Timeline**

### **B'rit Mitzvah Checklist**

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

<u><b>Event</b></u>	<u><b>Recommended Time Frame</b></u>
• Read the <i>B'rit Mitzvah</i> Handbook	<i>Upon receipt</i>
• Sign Letter of Agreement	<i>1 year prior</i>
• Notify Temple Administrator about kiddush/party	<i>6 months prior</i>
• Arrange for videographer (optional)	<i>6 months prior</i>
• Select family, friends for honors ( <i>Aliyot</i> , <i>Torah</i> readers, english readers, <i>Hagbah</i> and <i>Galilah</i> )	<i>3-6 months prior</i>
• Order invitations	<i>6 months prior</i>
• Order <i>Tallit</i>	<i>4 months prior</i>
• Order basket/floral arrangement for <i>bimah</i> (optional)	<i>4 months prior</i>
• Determine if you will need Congregational <i>Torah</i> Readers	<i>3 months prior</i>
• Request MP3/CDs of <i>Torah</i> portions from tutor if needed	<i>3 months prior</i>
• Submit biography and photo to office for Bulletin	<i>3 months prior</i>
• Order <i>Kippot</i>	<i>3 months prior</i>
• Complete <i>Aliyah</i> /Torah Reader grid and submit to Temple Administrator (Be sure to get Hebrew names of people having <i>Aliyot</i> )	<i>2 months prior</i>
• Select presenter of Congregational Gifts	<i>2 months prior</i>
• Contact Temple Administrator about scheduling family photography in Temple during the week before <i>B'rit Mitzvah</i>	<i>2 months prior</i>
• Submit Order of Worship program to Temple Administrator	<i>6 weeks prior</i>
• Print Order of Worship program	<i>2 weeks prior</i>

**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

1

2

3

4

5

6

7

*Gabbai* (assists with *Torah* reading) \_\_\_\_\_

*Hagbah* (lifts *Torah*) \_\_\_\_\_

*G'lilah* (dresses *Torah*) \_\_\_\_\_

Persons Opening Ark Doors \_\_\_\_\_

## Aliyah Text

### *Before*

בָּרְכוּ אֶת יְיָ הַמְּבֹרָךְ  
בְּרוּךְ יְיָ הַמְּבֹרָךְ לְעוֹלָם וָעֶד {congregation}  
בְּרוּךְ יְיָ הַמְּבֹרָךְ לְעוֹלָם וָעֶד  
בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם  
אֲשֶׁר בָּחַר בָּנוּ מִכָּל הָעַמִּים וְנָתַן לָנוּ אֶת תּוֹרָתוֹ  
בְּרוּךְ אַתָּה יְיָ נוֹתֵן הַתּוֹרָה

Bar'chu et Adonai ham'vorach.

{Congregation: Baruch Adonai ham'vorach l'olam va-ed.}

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

Baruch atah, Adonai Eloheinu, Melech ha-olam,  
asher bachar banu mikol ha-amim, v'natan lanu et Torato.

Baruch atah, Adonai, notein haTorah.

\*\*\*\*\*

### *After*

בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם  
אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת וְחַיֵּי עוֹלָם נִטְעַ בְּתוֹכֵנוּ  
בְּרוּךְ אַתָּה יְיָ נוֹתֵן הַתּוֹרָה

Baruch atah, Adonai Eloheinu, Melech ha-olam,  
asher natan lanu Torat emet, v'chayei olam nata b'tocheinu.

Baruch atah, Adonai, notein haTorah.

**Congregation Kol Haverim**  
**B'rit Mitzvah Celebration**  
*Letter of Agreement*

Name: \_\_\_\_\_

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

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

Child's Name: \_\_\_\_\_

Date of *B'rit Mitzvah*: \_\_\_\_\_

Celebration Time: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Number of People Invited: \_\_\_\_\_

**Type of Function**      [\(see Rental Agreement for function explanations\)](#)

Basic Kiddush \_\_\_\_\_

Extended Kiddush \_\_\_\_\_

Basic Kiddush and Private Luncheon \_\_\_\_\_

Basic Kiddush and Private Party \_\_\_\_\_

*Total fee must be received no later than 14 days prior to the event date. Additional costs may be due per the attached schedule.*

***Cancellation within two weeks of reserved date will result in forfeiture of \$100***

I agree that all members and guests will observe the rules and regulations and that I will assume full financial responsibility for any and all damages done to Kol Haverim property during the above indicated period of use. I further acknowledge that we have received a copy of the Letter of Agreement and the Rules and Regulations for building use.

By: \_\_\_\_\_  
(Signature)

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

**\$150 Deposit must accompany any reservation for all functions**  
**Please return this form at least 2 months prior to the date of function.**

**For Office Use Only:**  
Amount of Deposit \_\_\_\_\_ Date Received \_\_\_\_\_ Dues current Yes \_\_\_ No \_\_\_ Building Use Package Sent \_\_\_\_\_

# Congregation Kol Haverim Facilities Rental Agreement

In consideration of the deposit payment of \$150.00 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. Please make an appointment with the Temple Administrator to review and submit your application not less than ninety (90) days prior to the Event.

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

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

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

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

Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ Event Time (Start/Finish): \_\_\_\_\_

Number Attending: \_\_\_\_\_

**Caterer:** \_\_\_\_\_ Contact: \_\_\_\_\_

email: \_\_\_\_\_ phone: \_\_\_\_\_

**Event Planner:** \_\_\_\_\_ Contact: \_\_\_\_\_

email: \_\_\_\_\_ phone: \_\_\_\_\_

**Entertainment:** \_\_\_\_\_ Contact: \_\_\_\_\_

email: \_\_\_\_\_ phone: \_\_\_\_\_

**Florist:** \_\_\_\_\_ Contact: \_\_\_\_\_

email: \_\_\_\_\_ phone: \_\_\_\_\_

**Photographer:** \_\_\_\_\_ Contact: \_\_\_\_\_

email: \_\_\_\_\_ phone: \_\_\_\_\_

**Equipment Rental:** \_\_\_\_\_ Contact: \_\_\_\_\_

email: \_\_\_\_\_ phone: \_\_\_\_\_

**Special Arrangements, Setup Requests:** \_\_\_\_\_

## Charges Applicable

With Application (Deposit: 50% of total due)	\$ _____
30 days before Event (Balance due)	\$ _____ / Balance Due: ____/____/____
Security deposit (refundable, separate check)	\$ _____

- 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.
- The applicant acknowledges 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:** \_\_\_\_\_

**Temple Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Congregation Kol Haverim Building Rental Fees

The following event fees include the use of foyer, kitchen and social hall.

## ***B'rit Mitzvot***

### Basic Kiddish (Oneg Style):

*No Charge*

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

### Extended Kiddish (Luncheon Style):

*No Charge*

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

### Private Luncheon:

*\$350 per event*

- Basic Kiddish in foyer
- Open to entire congregation
- Held immediately following services
- Private luncheon in social hall
- Not to exceed three (3) hours

### Private Party:

*\$550 per event*

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

## **Other Events**

### Life Cycle or Non-Religious Event

*\$150 (minimum)*

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

### **Additional Charges:**

#### Additional Event Hours

*\$100/hour or part of hour*

#### Refundable Security Deposit

*Equal to Event Fee*

#### Shomer (security)

*\$50 for daytime events  
(part of B'rit Mitzvah fees)  
\$25/hour after first hour  
\$100/hour if evening event*

Room Rental fee is separate

Sparks Security fee is separate

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

## **B'rit Mitzvah Vendor Recommendations**

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 the CKH Office.

### **Tablecloth Rentals**

- Taylor Rental, Manchester 860-467-0758

*CKH discount 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**

- The Crown Market/Crown Caterers 860-236-1965
- The Whisk Caterers (also does non-kosher) 860-233-2088
- Joy of Food (Paul Bettan) 860-231-1861
- Yosi Catering 860-688-6677

### **Non-Kosher Caterers**

- Patty Cakes 860-633-2601

### **Kippot**

- Yofah Religious Articles: [yarmulka.com](http://yarmulka.com)
- Mazel Skull Cap: [Kippah.com](http://Kippah.com)
- AllJudaica: [Alljudaica.com](http://Alljudaica.com)

### **Order of Worship (design and layout)**

- Geri Denyer, Denyer Designs 860-558-9958

### **Order of Worship (printing)**

- PMS Printing Copy & Design 860-563-1676

### **Tallit**

Kol Haverim Gift Shop is now selling *tallit* (some in stock and some can be specially ordered)

Contact Jennifer Lachnicht for an appointment ([jlachnicht831@gmail.com](mailto:jlachnicht831@gmail.com)) 860-205-9913

# Taylor Rental Certificate

## *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](mailto:info@taylorrentalpartyplusct.com)

## **B'RIT MITZVAH MENTORS**

Parents experienced with B'rit Mitzvahs interested in answering any of your questions and supporting you as need be:

- Jon Linkov: [jd18338@gmail.com](mailto:jd18338@gmail.com)
- Marji Klein: [marjikklein@gmail.com](mailto:marjikklein@gmail.com)
- Karen Grey: [karengrey26@yahoo.com](mailto:karengrey26@yahoo.com)
- Lauren Berger: [lmsberger@gmail.com](mailto:lmsberger@gmail.com)

For individual phone numbers, please contact the CKH office.