



# Beth El Synagogue Bar/Bat Mitzvah Catering & Facilities Information

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***Please review all of the attached carefully and fill out/return the  
Simchah Reservation Form as soon as possible***



**Beth El Synagogue Bar/Bat Mitzvah Simchah Reservation Form**  
**Please complete this form and return it to Raquel Swanson, Office Manager, no less than six months prior to your simchah.**

**Date of Simchah** \_\_\_\_\_ **Name of Child** \_\_\_\_\_

**Contact 1: Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **City/State/Zip** \_\_\_\_\_

**Contact 1: Home** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**Contact 2: Name** \_\_\_\_\_ **Address (if different than above)** \_\_\_\_\_ **City/State/Zip (if different than above)** \_\_\_\_\_

**Contact 2: Home Phone (if different than above)** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**Please check all events that will be held at Beth El Synagogue:**

**Friday Night Shabbat Dinner** (private event for your invited guests)  
 Caterer/coordinator \_\_\_\_\_

**Congregational Kiddush \$590 sponsorship** (responsibility of the Bar/Bat Mitzvah family)  
 Caterer/coordinator \_\_\_\_\_

**Congregational Shabbat Lunch** (invited guests plus 200 congregants)  
 Caterer/coordinator \_\_\_\_\_

**\*Saturday Night or Sunday Bar/Bat Mitzvah Party** (private event for your invited guests)  
 **\$250 facilities fee required**  **\$250 dance floor rental (optional)**  
 **\$270 (minimum) \*\*Mitzvah Bouncers required**  **\$50/hour for each add'l hour past midnight**  
 Caterer/coordinator \_\_\_\_\_

\*A Saturday night event must follow Shabbat guidelines which exclude the use of electronic devices, writing, and photography until after Havdalah. Havdalah is one hour later than the Friday night candle lighting time and varies throughout the year.

\*\*For events such as parties with 20 or more children ages 13 and under, we require monitors to supervise the children and to ensure the safety of guests. Mitzvah Bouncers, a local company, will provide this service. (Minimum of 3 bouncers for the event at ~\$90/per bouncer. A \$50 deposit will secure the date.)

***In the event that there should be any damage to Beth El property (anywhere in the building) caused by guests or family members during a dinner, lunch, or party, the family will be fully responsible for repair and/or replacement costs.***

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return this form to Raquel Swanson, Office Manager, at [rswanson@bethelsynagogue.org](mailto:rswanson@bethelsynagogue.org) or 952.873.7305



## Beth El Synagogue Shabbat Morning Kiddush Information

Beth El Synagogue observes each simchah as a community and encourages families to sponsor the Kiddush as part of their life cycle celebration (see below for specific information).

Many families also choose to sponsor a Congregational Shabbat Lunch. Please contact Spirit of Asia to explore the many, creative menu options available.

### **Spirit of Asia Catering provides the Kiddush for a fee of \$590:**

- Staff - up to three kitchen/catering staff
- Draped food and beverage tables
- Five round tables with ten chairs each & linens
- Ten pounds of herring with toothpicks
- Six pre-sliced challot
- Lemonade and ice water
- Brewed coffee (regular and decaffeinated) and hot tea
- Tea and coffee condiments
- Kosher white wine and grape juice
- Whiskey
- Trays with doilies
- Paper beverage napkins

### **To complete your simchah, we ask the sponsoring family to provide:**

- 70 dozen assorted sweets and baked goods
- Three additional pieces per person based on your invited guest list

### **Important Tax Benefit Information**

If your family chooses to sponsor a Kiddush and/or Shabbat congregational Lunch - and you choose Beth El's catering partner, Spirit of Asia -- **a portion of your catering charges can be treated as a tax-deductible donation** to Beth El. To elect this option you must adhere to the following process:

- Beth El members must be current in all of their financial obligations to Beth El Synagogue at least 60 days prior to the event. To make arrangements or to discuss further, please contact Linda Goldberg or Jerry Frick at Beth El.
- Make final payment of the catering charges for event immediately upon receipt of the catering invoice.



**Important Tax Benefit Information:** (continued)

- The tax-deductible portion for sponsoring a Congregational Lunch and Kiddush is:
  - **The entire cost of the Kiddush, and,**
  - **The cost of 200 congregational guests for the luncheon during the school year and 150 congregational guests during the summer.**
  - **Please note all catering charges are subject to Minnesota sales tax and the taxes will be included in your billing total.**

Baked goods and assorted sweets must be from approved kosher bakeries and/or from private homes in accordance with the Beth El home baking guidelines (see page 7) and appropriate for dairy meals ONLY. All deliveries must be made by 3:00 PM on Friday and/or on the day proceeding Jewish or legal holidays.



## Beth El Synagogue Kashrut & Catering Guidelines

Beth El views kashrut as a central Jewish mitzvah (commandment), expressing our commitment to Jewish values. As such, we observe the laws of kashrut as it is hoped that all who use the synagogue kitchen will endeavor to be respectful of the above guidelines.

### Kashrut Standards & Supervision

- All foods served in the synagogue must be kosher, as defined by the Committee on Jewish Law and Standards of Conservative Judaism.
- Kashrut standards are maintained under the supervision of the rabbi (or his designated representatives) and use of the synagogue kitchen is granted contingent upon adherence to these standards.
- Beth El's Kitchen supervisor or a mashgiach (kashrut supervisor) certified by the rabbi must be present whenever baking, cooking, serving, or cleaning occurs in the main Beth El kitchen. The mashgiach will ensure that utensils, ingredients and preparation follow Beth El's kashrut standards; that safety standards are adhered to; and that equipment is used properly.
- **When an outside catered is present, a fee will be charged for supervision and dishwashing. To make arrangements please call Spirit of Asia Catering.**

## Home-baked and Store-bought Goods

### Home-baked Goods, General Policy

- It is preferable to serve baked goods from an established kosher caterer/bakery or Spirit of Asia Catering. In addition, Beth El's kitchen is available to be used by affiliates and congregants to prepare baked goods.
- It is permissible to serve home baked goods to celebrate or mark a family lifecycle event such as a baby naming, bar/bat mitzvah, wedding, etc.
- Home baked goods may only be served with a dairy or pareve meal.
- Home baked goods may be brought into the social halls and plated in the bar area but not brought into the kitchens.
- It is understood that individuals, families and organizations sponsoring events and/or serving food at Beth El will respect policies and procedures and will communicate them to family and friends so that they can be respectful of this highly regarded tradition.
- **Desserts brought from an establishment without approval will not be served. Instead, they will be set aside for the family to pick up.**

### Home Baking Guidelines

Beth El permits the bringing of dairy baked goods from homes for dairy meals only subject to the following requirements:

- All mixes and additives must have a recognized *hekhsher* (kashrut certificate). If there is a question regarding the acceptance of a given symbol, please consult the Rabbi.
- Only vegetable shortening with an appropriate *hekhsher* may be used.
- Items baked at home must be baked in new, disposable baking pans.



- All mixing bowls and utensils used in preparation must be either new, or used only for non-meat purposes. Mixing bowls or utensils used at any time in meat preparation may not be used for baked goods being brought into the synagogue.
- Baked goods may be brought to the synagogue only in previously unused, disposable containers.
- Suggested alternatives to home baked goods are scheduling a baking day in the synagogue's kitchen or purchasing baked goods from a certified kosher bakery.
- Baked goods from home may be served only on disposable dishes or trays or on doilies; they may not come into direct contact with Beth El dishes or utensils.
- Challah is allowed only from a certified bakery or baked in the Beth El Kitchen.

### **Social Hall Food Service Policy**

All items served in the social halls must be:

- Prepared in our kitchens under supervision
- Or be brought in from a kosher establishment (see the approved list of caterers and bakeries)
- Or be commercially prepared items that have an acceptable *heksher*
- Commercially baked items that are "ingredient-kosher" (Bruegger's bagels, etc.) may not be brought into the kitchens or social halls.

*If you have any questions regarding our kashrut, please do not hesitate to contact the Rabbi.*



## List of Approved Kosher Dessert Establishments

**Bella Nava Creations**

brandie@bellanavacreations.com  
651.829.5588

**Bogarts Doughnut Co.**

904 West 36th Street  
Minneapolis, MN 55408  
(Pareve)

**Breadsmith**

3939 West 50th Street  
Edina, MN 55424  
(Pareve)

**Breadsmith**

1816 Plymouth Road  
Minnetonka, MN 55305  
(Pareve)

**Breadsmith**

1579 Grand Avenue  
Saint Paul, MN 55105  
(Pareve)

**Byerly's Kosher Bakery**

3777 Park Center Blvd  
Minneapolis, MN 55416  
(Request or purchase directly from kosher counter. Pareve)

**Dunkin' Donuts**

7280 42<sup>nd</sup> Avenue North  
New Hope, MN 55427

**Edible Arrangements – Edina**

5824 Lincoln Drive  
Edina, MN 55436  
(Dairy and Pareve)

**The Kosher Spot**

4217 Minnetonka Blvd  
St. Louis Park, MN 55416  
(Pareve and Dairy)

**Just Truffles**

1363 Grand Avenue  
Saint Paul, MN 55105  
(Dairy)

**Nothing Bundt Cakes**

8435 Joiner Way  
Eden Prairie, MN 55439  
(Dairy)

**Nothing Bundt Cakes**

12987 Ridgedale Drive  
Minnetonka, MN 55305  
(Dairy)

**Prime Deli & Restaurant**

4224 Minnetonka Blvd  
Minneapolis, MN 55416  
(Pareve)

**Rita's Water Ice**

1016 Diffley Road, Suite 300  
Eagan, MN 55123  
(Dairy)

**Sebastian Joe's Ice Cream Cafe**

4321 Upton Avenue South  
Minneapolis, MN 55410  
(Most ice cream flavors are kosher dairy. Baked goods are not)

**Sebastian Joe's Ice Cream Café**

1007 W Franklin Avenue  
Minneapolis, MN 55405  
(Most ice cream flavors are kosher dairy. Baked goods are not)

**Vitali's Bistro**

5101 Minnetonka Boulevard  
St. Louis Park, MN 55416

In addition, *hekshered* desserts can often be found in St Louis Park at Costco, 5801 W 16th St and Cub Foods, 3620 Texas Ave S and at some Target stores

**Please note that only the specific locations listed above are approved Kosher.**







## Beth El Synagogue Shabbat Observance Guidelines

**In order to preserve the spirit of Shabbat we ask you to adhere to the following policies:**

- Deliveries are not permitted during Shabbat or on legal and Jewish holidays. All deliveries must be made by 3:00 PM on Friday and/or on the day proceeding the legal or Jewish holiday.
- Foods leftover from an event must be picked up by noon of the Monday following the event except when the Monday is a legal or Jewish holiday. If that is the case, the food must be picked up by noon of the first permissible day. Nothing may be removed from the building during Shabbat.
- Photography and videotaping are not permitted during Shabbat. To schedule a weekday or Sunday photography and/or video session, please contact the Raquel Swanson to schedule that time. However, live streaming is available and a copy of the streaming is usually available after the service. Links will be sent to you the following week.
- Writing is not permitted during *Shabbat*. Sign-in boards and guest books should not be displayed until Shabbat has ended.
- Gifts, gift-checks, and cards should not be brought to Beth El during Shabbat.
- Cell phones and other electronic devices may not be used anywhere in the building on Shabbat.

**Please confirm Shabbat beginning and ending times with the Beth El office.**



## Beth El Synagogue Facilities Information

In order help insure you and your guests have a successful and safe experience at Beth El during your simchah celebrations, please note the following:

- All room set-ups and equipment requests must be received at least two weeks prior to the event.
- Beth El Synagogue is not liable for any action resulting from drinking alcoholic beverages by your guests.
- Beth El Synagogue is a smoke-free building. In addition, no smoking is permitted on the grounds during Shabbat.
- Please notify Beth El's Office Manager if you will be using helium balloons.
- Beth El Synagogue is not responsible for any lost or stolen items. Please protect your valuables at all times.
- Children must be supervised by an adult or responsible teenager at all times. Children are not permitted to loiter in the hallways or restrooms at any time.
- Beth El members must be current in all of their financial obligations to Beth El Synagogue at least 60 days prior to the event. To make arrangements or to discuss further, please contact Linda Goldberg or Jerry Frick at Beth El.

### **Important note about deliveries:**

Food, flowers, or other items need to be delivered by 3:00 PM on Friday or on the eve of yom tov, unless a specific exemption to this deadline has been granted by the Rabbi.

## Beth El Synagogue Facilities & Catering Simchah Planning

Space priority is given to bar/bat mitzvah families. Ideally, we would like to know your needs 12 months before your simchah. Additional celebrations and events may also take place on the Shabbat morning or Friday night of your child's bar/bat mitzvah. These additions enhance the service and the celebration. We will notify the family as soon as we schedule these additional programs.

### Schedule

#### 1 year to 6 months prior to your Simchah

- Fill out Simchah Reservation Form and e-mail, fax, or drop off/mail to our Office Manager, Raquel Swanson.
- Review this Guide. Call us with questions.

#### 6 months to 4 months prior to your Simchah

- Call Spirit of Asia to discuss catering options.
- Again, review this Guide. As your simchah nears, your questions will change.

#### 4 months to 2 months prior to your Simchah

- Finalize menus with your caterer.
- Make deposit of 50% to Beth El for entire Kiddush and Congregational Shabbat Lunch.
- Check with your caterer to determine the date your final guest count is due.
- Finalize room set up and all other facilities details, including photos session (if applicable), with Raquel Swanson.

### Important Beth El Contact Information

**Office Manager**                      **Raquel Swanson**                      952.873.7305  
[rswanson@bethelysynagogue.org](mailto:rswanson@bethelysynagogue.org)  
*Information/questions/planning related to facilities, catering, Shabbat observance*

**Beth El Caterer**                      **David Hill**                      612.724.4056  
[spiritofasia@comcast.net](mailto:spiritofasia@comcast.net)  
**(Spirit of Asia)**  
*Information/questions/planning for all food needs*

**Rabbis Olitzky's Assistant**      **Raquel Waste**                      952.873.7313  
[rwoodis@bethelsynagogue.org](mailto:rwoodis@bethelsynagogue.org)  
*Questions on kashrut*

**Executive Director**                      **Linda Goldberg**                      952.873.7032  
[lgoldberg@bethelysynagogue.org](mailto:lgoldberg@bethelysynagogue.org)  
*Questions on finances*

**Finance and Admin**                      **Jerry Frick**                      952.873.7304  
[jfrick@bethelsynagogue.org](mailto:jfrick@bethelsynagogue.org)  
*Questions on finances*

**Rabbi Davis' Assistant**                      **Liz Rappaport**                      952.873.7314 (fax 952.873.7301)  
[lrappaport@bethelsynagogue.org](mailto:lrappaport@bethelsynagogue.org)  
*General number*