

Section 7 – Forms To Be Completed

The following forms are included:

- Bar/Bat Mitzvah Profile (for the Bulletin)
- Pulpit Flowers and Oneg Shabbat Sponsorship Form
- Video Recording Order Form
- Gemilut Chasadim Mitzvah Project Form
- Mitzvah Project Collection Form
- Application/Contract for Use of Building Facilities
- Agreement for Use of Barnert Temple Facilities for Shabbat Dinners

You may also want to take a look at the following forms for opportunities to commemorate your simcha:

- Tree of Life Form
- Pavers Form

These forms are in the back pocket of your binder.

Please submit this form to the Temple Office by the 5th of the month prior to the bar/bat mitzvah date.

Bar/Bat Mitzvah Profile (for the Bulletin)

Name of Child _____

Date of Bar/Bat Mitzvah _____

Parent(s) Name(s) _____

Town _____

Tell us a little bit about yourself and your Mitzvah Projects. Attach your profile to this form and send it along with your photo (either printed photo or a digital JPG file). If you have E-mail, please also E-mail your profile in MS Word format to AliceK1847@barnerttemple.org

Remember: Your profile and photo are due by the 5th of the month preceding the bar/bat mitzvah.

Thanks!

Please submit this form to the Temple Office one month prior to the bar/bat mitzvah date.

Pulpit Flowers and Oneg Shabbat Sponsorship Form

The Sisterhood traditionally orders:

- A special flower arrangement for the bima
- Friday night Oneg Shabbat refreshments (challah, wine/juice, coffee, tea and special desserts)

Each bar/bat mitzvah family sponsors these at a cost of \$300. (A family in financial need should contact Rabbi Frishman.)

If you have any special dessert requests, please contact the Sisterhood representative at least two weeks in advance.

Name of Child _____

Name of Parents _____

Date of Event _____ Telephone Number _____

Number of guests expected Friday night (i.e., people who would not ordinarily attend our Friday evening worship) _____

Number of guests expected Saturday morning _____

Name and relationship of FLOWERS sponsor _____

Name and relationship of ONEG SHABBAT sponsor _____

\$300 check made out to **“The Barnert Temple Sisterhood”** enclosed _____

Check Number _____

Please submit this form to the Temple Office at least one month prior to the bar/bat mitzvah date.

Video Recording Order Form

All video taping must be done through the vendor under contract with Barnert Temple.

If you would like to have a video recording made of your bar/bat mitzvah service, please return this form with a check made payable to The Barnert Temple. The fee for a DVD of the service is \$350.

If you have any questions, please feel free to call the Temple Office at (201) 848-1800.

This form confirms that a video recording of the bar/bat mitzvah service will be ordered. Enclosed is a check for \$350 to cover the cost of a DVD.

Please make check payable to Barnert Temple. Thank you.

Child's Name _____

Telephone Number _____

Bar/Bat Mitzvah Date _____

Please submit this form to the Religious School Office 12 months prior to the bar/bat mitzvah date.

Gemilut Chasadim Mitzvah Project Form

Name _____

Telephone Number _____

Bar/Bat Mitzvah Date _____

I will be doing my ongoing volunteer service project for the following organization:

Name of organization _____

Address of organization _____

Telephone Number of organization _____

This is what I will be doing:

Please submit this form to the Religious School Office approximately two months prior to the bar/bat mitzvah date.

Mitzvah Project Collection Form

Name _____

Telephone Number _____

Bar/Bat Mitzvah Date _____

I will be collecting the following items _____

The items will be donated to the following organization _____

The collection will take place (please check one):

- On the day of my bar/bat mitzvah by invited guests
- In my community at _____

Sample Insert for Your Invitation

A number of parents have asked us to provide a sample “insert” that explains their child’s Mitzvah Project Collection and that they could include in their invitation. Here is a sample that you can customize as appropriate:

Dear Family and Friends,

As part of my bar/bat mitzvah, I am asked to take on a Mitzvah Project Collection. On the day of my bar/bat mitzvah, I will be collecting _____. These will be donated to _____. I chose this collection because _____. I’m asking you to help make this collection a success by bringing _____ with you to my bar/bat mitzvah. Thanks!

CONGREGATION B'NAI JESHURUN
747 Route 208 South, Franklin Lakes, NJ 07417
Phone: (201) 848-1800 Fax: (201) 847-0044

Please submit form to the Temple Office as early as possible.

Application/Contract for Use of Building Facilities

Name of Applicant _____

Address _____

Telephone Number _____ E-Mail _____

I will not be renting the facility _____ (skip to signature on next page)

I will be renting the facility. Please fill out all that applies below.

For Afternoon or Evening Party

Please circle the rooms to be used:

SOCIAL HALL LIBRARY LOBBY PATIO

Type of event _____

Date _____ Time _____ Number of Persons _____

For Kiddush Lunch after Services

Please circle the room to be used:

LIBRARY (up to 50 guests) SOCIAL HALL (more than 50 guests)

Date _____ Time _____ Number of Persons _____

Name of Caterer (if known) _____

Caterer's Telephone Number and Address _____

Caterer's Tax ID Number _____

Applicant(s) hereby apply/applies for the use of the Temple facilities, for the purpose set forth above.

We hereby agree to pay Congregation B'nai Jeshurun to cover the cost of the facilities to be made available by the Congregation 30 days prior to the date the facilities are to be used:

For a Afternoon or Evening Party, rental fees are as follows:

- Social Hall, Library, Lobby and Kitchen: **\$975 (\$1,175 for non-members)**
- Library, Lobby and Kitchen: **\$575 (\$675 for non-members)**

For a Kiddush Lunch after services, rental fees are as follows:

- Library: **\$250 (\$350 for non-members) (up to 50 guests)**
- Social Hall: **\$350 (\$450 for non-members) (50 to 120 guests)**
- Social Hall: **\$450 (\$550 for non-members) (120 to 180 guests)**

Once a 50% deposit of the rental fee and signed contract are received, current rental prices prevail, and the date is reserved. Failure to pay the required deposit shall mean that the date is not reserved. I/We hereby release and agree to indemnify and hold harmless the Congregation and its officers and agents from liability for any claim as a result of this intended function. I/We agree to indemnify the Barnert Temple for any liability or expenses, which arise from my/our party by virtue of the serving of alcoholic beverages.

DEPOSIT IS REFUNDABLE UP TO 60 DAYS PRIOR TO THE EVENT.

It is agreed that the use of these facilities shall be subject to the rules and regulations adopted by the Board of Trustees of Congregation B'nai Jeshurun. This is a **NON-SMOKING BUILDING** (we provide ashtrays outside on the Patio for those wishing to smoke). There is no smoking allowed in the Temple.

Dishes, flatware and stemware are available for rental. Arrangements for their use can be made through the Temple Office.

It is agreed that Certificates of Worker's Compensation Insurance and Certificates of Liability Insurance will be furnished to the Temple where applicable by all representatives of the Applicant, including caterers, party planners and by others engaged by the Applicant.

Applicant

Applicant

Date: _____

By: _____
Congregation B'nai Jeshurun

Agreement for Use of the Temple Facilities for Shabbat Dinners

Due to the popularity of Shabbat dinner hosted by our Temple families, we have established some guidelines to make the evening run smoothly. The transition from dinner to the beginning of Shabbat worship must be handled in a timely fashion, so all Temple members and their guests will be able to participate in the service.

The family using the Temple facilities for a Friday evening Shabbat dinner agrees to comply with the following:

- The family agrees to vacate the space used for the dinner by 7:15 pm.
- The family is responsible for their guests with regard to this Agreement, and agrees to indemnify and hold harmless the Temple for any and all damage or injury to the premises or any person during the course of said dinner, except in the event of negligence on the part of the Temple or its employees.
- The family agrees to keep ALL food and beverages within the confines of the space used for the dinner.
- The rental fee of \$400 will be paid to Barnert Temple.
- If a caterer is employed by the family, said caterer must provide a Certificate of Insurance and a security deposit of \$750 to be returned after the event.

I have read this Agreement, understand it and will comply with the rules therein.

Date of Shabbat Dinner _____

Signature of Temple Family Member _____

Date _____