

B'nai Mitzvah Service Set-up

NOTE: THERE IS NO ROOM USAGE FEE FOR THE SERVICE, OR FOR AN ONEG OR KIDDUSH AFTERWARD, AS THEY ARE BOTH OPEN TO ALL MEMBERS OF CBH.

If you would like to use space at CBH for any celebration that is for invited guests only you will need to reserve the space by filling out an EVENT REQUEST FORM

1. Your Name: _____

2. Bar or Bat Mitzvah Name: _____

3. Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email Address: _____

4. Date of Event: _____

5. Total # of friends & family (not including normal CBH attendees): Friday _____ Saturday _____

6. ROOM CONFIGURATION

DIRECTION OF CHAIRS: NORTH(facing glass wall) _____ EAST (facing bookshelves) _____

Friday night service (Check space desired)

_____ Sanctuary alone (front wall closed)
120-person capacity

_____ Sanctuary/social hall (front wall open, back wall closed)
220-person capacity

_____ Sanctuary/social hall (front wall open, back wall open)
320-person capacity

Saturday morning service (Check space desired)

_____ Sanctuary alone (front wall closed)
120-person capacity

_____ Sanctuary/social hall (front wall open, back wall closed)
220-person capacity

_____ Sanctuary/social hall (front wall open, back wall open)
320-person capacity

Chair configuration: *There are 3 standard setups, please check which one you want. If you want a chair set-up that is not listed, you must contact the Facilities Event Coordinator and provide a diagram*

_____ *Theatre style (3 sections of chairs (5-10-4), 2 aisles along each side of middle section)*

_____ *Center aisle setup (2 sections of chairs (10-9) with a center aisle)*

_____ *U-Shaped (2 sections of chairs facing towards the center, 1 large center section)*

7. PLATFORM (\$250 fee applies)

Note: Sixteen squares, each 4 ft by 4 ft, are available. Height can be varied from 12 to 30 inches. If a platform is to be used, it will be in place before the Friday night service.

Choose Dimensions: _____ Height: _____

8. MICROPHONES

Note: Standard Saturday morning set-up is a free-standing "reader" microphone in the middle of the sanctuary, a microphone at the Torah table, and microphones at each podium.

a) B'nai mitzvah child (check & circle preference): _____ Body microphone Friday/Saturday
_____ Podium microphone Friday/Saturday

b) Additional microphone(s) for music (circle & fill in information): Friday/Saturday

Number: _____ Location(s): _____

9. FRIDAY ONEG (check space desired)

Note: B'nai mitzvah families are required to provide food, drink, set-up and clean-up for the Friday night oneg. Standard set-up for Friday night is two serving tables.

Front lobby _____

Back of social hall (if wall closed) _____

10. SATURDAY ONEG/KIDDUSH (check space desired)

Note: If you elect to provide a Saturday oneg/kiddush, then you are responsible for providing food, drink, set-up and clean-up. If you desire an alternate set-up (that is, different from one of the options below) please contact the Facilities Event Coordinator to discuss. Extraordinary set-up requirements carry a custodial charge of \$30 per hour, 2 hour minimum.

_____ Front lobby (2 tables only)

_____ Large social hall (front wall closed, back wall open) # tables required _____

_____ Small social hall (front wall closed, back wall closed) #tables required _____

_____ Teen lounge (*Use of Teen Lounge will require permission from Religious School director*)
Contact Facilities Event Coordinator. (Additional custodial fees may apply)

11. OTHER SATURDAY MORNING QUESTIONS

How many teens are you expecting who will not be accompanied by their parents? Don't count religious school classmates.

Note: Unaccompanied teens are seated together in the back of the sanctuary.

Which kippot are to be used? _____ your own _____ CBH

What will the ushers need to hand out to your guests in addition to kippot and tallitot?

_____ prayer books and a booklet made by you

_____ prayer books only

Note: The CBH Building Use Policy can be found at www.bethhatikvah.org

Please consult the CBH Building Use Policy for detailed information about hosting an event at the synagogue.

<p>RETURN COMPLETED FORM TO CBH OFFICE AT LEAST 1 MONTH BEFORE SERVICE. FAX 908-277-3220 E-MAIL office@bethhatikvah.org</p>
