

# Temple De Hirsch Sinai

## B'NAI MITZVAH FAMILY GUIDE

*Your B'nai Mitzvah Resource*



*February 2025*

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# WELCOME TO YOUR B'NAI MITZVAH JOURNEY!

## A NOTE FROM RABBI WEINER

Dear B'nai Mitzvah Candidate and Parents,

You are about to embark upon a timeless journey – a milestone in the life of your family and for you as an individual. It is a process which links you to Jews around the world and throughout history. It is my hope that your studies and meetings – your mastery of material – will give you a full and rich understanding of what it means to become a *Child of the Commandment*. I pray that this occasion – the ceremony and the celebration – becomes more than a culmination. Rather, it will become a key – opening a door to a more mature appreciation for what our faith truly has to offer each of us as we forge our way through life to build a better world.

*B'hatzlacha u v'shalom,*



*Daniel Weiner*

Daniel A. Weiner  
Senior Rabbi

## MEET RACHEL MARTIN B'NAI MITZVAH COORDINATOR

B'nai Mitzvah planning can be overwhelming! With many different aspects to think about, from Torah blessings to rentals and catering, it can be stressful. That is why we have Rachel Martin! Rachel is our B'nai Mitzvah Coordinator, and throughout the B'nai Mitzvah process, she will be here to help you with anything you might need.



Rachel Martin  
B'nai Mitzvah Coordinator  
(425) 818-5927  
[rmartin@tdhs-nw.org](mailto:rmartin@tdhs-nw.org)

Rachel was born and raised in Seattle, WA, and has lived in the PNW for much of her life. She enjoys supporting families throughout the B'nai Mitzvah process as well as taking care of all of the details & logistics that occur behind the scenes leading up to the big day.

## CONTACT TEMPLE

Area of Responsibility	Name	Title	Contact
Scheduling, Publication Forms & Questions	Rachel Martin	B'nai Mitzvah Coordinator	(425) 818-5927
Contracts, Day of Event, Other Issues	Merav Canaan	Operations Director	(206)-323-8486
Payments	Jennifer Gould	Staff Accountant	(206) 693-3371
Request Special Financial Arrangements	Paula Markovitz	Executive Director	(206)-693-3368

## B'NAI MITZVAH OVERVIEW

B'nai Mitzvah preparations and dates are handled by our B'nai Mitzvah Coordinator, **Rachel Martin**. Please reach out to her with any questions relating to your child's B'nai Mitzvah. Students must be enrolled in the Bridge Family Religion School through the 7th grade year (with the expectation of 75% attendance) or Jewish Day School to keep their B'nai Mitzvah date on the calendar.

During the year preceding the B'nai Mitzvah, students and their guardians are required to attend the Family B'nai Mitzvah Experience (FBME), where they receive important information about the B'nai Mitzvah process. Temple De Hirsch Sinai believes strongly that B'nai Mitzvah is not the culmination of a child's Jewish education, but a milestone in an ongoing Jewish journey!

B'nai Mitzvah training begins approximately six months prior to the B'nai Mitzvah date. The B'nai Mitzvah candidate will meet virtually with one of our seasoned educators. They will begin by focusing on the prayers they will chant during the service, and once mastered, they will transition to Torah and Haftarah. Students are expected to augment this time with 20 minutes a day of self-study at home.

Our Temple clergy and staff work closely with each B'nai Mitzvah student in the year leading up to their date. The six months preceding the date mark an especially intense period of study with our rabbis and educators, including:

- Six months of virtual weekly 20-minute individual tutoring with a seasoned B'nai Mitzvah educator
- A one-on-one family meeting with your officiating rabbi (4-5 months prior)
- Two 30-minute Drasha preparation and Mitzvah Project check-in sessions with your officiating rabbi
- Two hours of rehearsal with your officiating rabbi

Students will also work on a Mitzvah Project as part of the B'nai Mitzvah process. Your child may continue with projects they have previously participated in or select a new project. In the 6th grade year, students begin focusing on the value of *tikkun olam* in relationship to their Mitzvah Project.

*from one parent to another*

## Dear B'nai Mitzvah Family,

Mazel tov! Your family is about to begin an exciting journey as your child begins the process of becoming a B'nai Mitzvah. The year of your child's B'nai Mitzvah is typically filled with excitement, wonder, questions, and to be frank, sometimes frustration and confusion. You will be getting a lot of information; it can be overwhelming at times. Our list of frequently asked questions should provide you with some answers and tips to help you demystify the B'nai Mitzvah experience and focus on the planning up to, and including, the service itself.

In considering the various deadlines and planning for this event, it is very helpful to stay organized. Find a method that works for you to organize all of the information and details. Spreadsheets can be a lifesaver. Temple staff do a fantastic job helping you keep on track with your child's progress and guide you during this process. They are always available to answer questions and are committed to helping your child succeed.

Lastly, please remember to ENJOY this time. You will be amazed at what your child will accomplish during this process. It is easy to get caught up in the deadlines and planning. Be sure to also take time to watch how your child is getting ready for this wonderful achievement!

Best Wishes,

From One Parent to Another

## FREQUENTLY ASKED QUESTIONS

### ***Is there a gender-neutral term for B'nai Mitzvah?***

Hebrew is a gendered language and we want to be sensitive to each person's identity. Historically, a person became Bar Mitzvah, meaning "son of the commandments." Bat Mitzvah means "daughter of the commandments." Knowing that gender is a spectrum, we have expanded our terminology to include B'nai Mitzvah, which is written in the plural (though masculine) form. Brit Mitzvah, "covenant with the commandments," is a new term that removes gender entirely while maintaining the meaning and sound of the other terms. If you are not sure what term best fits you, please talk to us and we will find what works for you.

***Where will I find out about all of the deadlines for my child's B'nai Mitzvah?*** This booklet provides you with pertinent information you will need for your child's B'nai Mitzvah. Our B'nai Mitzvah Coordinator will also be your guide for anything you may need during this process, so please don't hesitate to reach out to her with any questions.

### ***Does my child need to attend midweek Hebrew School once they begin their individual B'nai Mitzvah training sessions?***

If you can, we highly recommend your child do both Hebrew School and weekly training sessions, especially as it gives additional support and/or a confidence boost, though it is not required. It IS a requirement to attend Sunday School through the end of 7th grade.

### ***How do I know which rabbi will be officiating my child's B'nai Mitzvah?***

An individual family meeting will take place with the B'nai Mitzvah Coordinator within the first month that your child begins their B'nai Mitzvah training. During this meeting, you will be informed which rabbi will officiate.

### ***What happens if my child's rabbi is called away before their service and cannot be there?***

There are times when this happens. The good news is that each rabbi will know your child by the time their B'nai Mitzvah takes place. Additionally, each rabbi is extremely competent and your child should have an equally meaningful experience with any of our rabbis.

### ***When will my child meet with the officiating rabbi?***

Your child will meet with their officiating rabbi several times during the six months prior to the service. They will have the initial Torah portion meeting, two Drasha meetings, and two rehearsals. Your child's educator will communicate with the rabbi weekly about their studies.

***I'm not sure my child is where they should be with their Hebrew. Am I supposed to help them?*** Don't worry; you won't have to teach your child Hebrew. Your child's educator will send you weekly updates on your child's progress and homework for the following week. If you have any questions, you are always welcome to call or email to ensure that things are on track. We can provide contact information for tutors if needed.

***Do we have to come to the Friday night Shabbat service prior to my child's B'nai Mitzvah?*** You are encouraged to attend, but Temple understands this is a hectic time for your family and does not require that you and your child attend. If you do attend, your child will be honored with helping to recite the Shabbat blessings.

### ***My spouse is not Jewish. Can they participate in the service?***

Yes! We welcome spouses and partners of other faiths, and their families are encouraged to be a part of the service. Please speak with the rabbi about your family's makeup and comfort level, and they will help ensure the service is inclusive.

### ***Should I get the rabbi a thank you gift? What is appropriate?***

A thank you gift for the rabbi is completely voluntary. If you give something, a thank you card is appreciated and/or a gift that you feel would be meaningful. A donation to their discretionary fund is also appropriate and can be any amount that is comfortable for your family.

### ***Should I invite the rabbi (and their spouse) to our celebration afterwards?***

While it is a nice gesture to invite the rabbi/spouse to the celebration, please understand the rabbi often has another engagement.

# B'NAI MITZVAH PROCESS & TIMELINE

## ***8-14 Months Prior to Ceremony***

Attend the Family B'nai Mitzvah Experience (FBME). This is a mandatory component of the B'nai Mitzvah process. Students should also be enrolled in BFRS or some other Jewish learning experience (ex: JDS). If unable to meet 75% attendance in their 6th and 7th grade years, independent studies are required.

### ***B'nai Mitzvah Project***

In the fall semester of the 6th grade year, students begin brainstorming their potential project. The B'nai Mitzvah Coordinator is available to support you and your child find a meaningful project leading up to or at the start of their training. Plan to start the project no later than 3 months into training. Your officiating Rabbi will discuss your project with you at your first Drasha meeting.

## ***7 Months Prior to Ceremony\****

You will be contacted by the B'nai Mitzvah Coordinator to 1) begin scheduling your child's weekly 1:1 B'nai Mitzvah training 2) schedule a meeting with the B'nai Mitzvah Coordinator, and 3) arrange payment.

*NOTE: The B'nai Mitzvah fee is due at this time. Your child will not be able to begin B'nai Mitzvah tutoring, which is required for the B'nai Mitzvah process, without this payment. Failure to pay or make payment arrangements may result in losing your date.*

*\*For all August and September B'nai Mitzvah, we will be reaching out 8 months in advance to accommodate summer schedules, vacation, and summer camps.*

## ***6 Months Prior to Ceremony\****

Students receive a binder containing their service and Torah portion that will be used throughout the process. Students attend their weekly 1:1 tutoring for 20 minutes to review prayers for their B'nai Mitzvah service, as well as their Torah portion and Haftarah. Students are expected to study 20 minutes per day on their own as needed.

*\*For all August and September B'nai Mitzvah, we will start this process 7 months in advance.*

## ***3 Months Prior to Ceremony***

Payment of any Security and Event Deposits is due to our Facilities Staff upon receipt. Submit a completed B'nai Mitzvah Publication Sheet/Bio and photo to our Publications Department when requested. If you have not already, begin to attend B'nai Mitzvah services online or in person.

## ***2-3 Months Prior to Ceremony***

Students will meet twice with their officiating rabbi to develop their Drasha (speech) and check in on the status of their Mitzvah Project. During the first meeting, the rabbi will gauge progress, discuss the meaning of the Torah and Haftarah portions, and outline the Drasha. Between meetings, the student will write a draft of their Drasha, which the student will work on with the rabbi during the second meeting. Continue to attend B'nai Mitzvah services either online or in person.

## ***1 Month Prior to Ceremony***

The B'nai Mitzvah Coordinator will reach out to you with your next and final steps before your child's big day. All Temple charges must be current. Have attended all three required B'nai Mitzvah services.

## ***2 Weeks Prior to Ceremony***

Students will attend the first of their rehearsals on the Bimah. At least one parent is required to attend.

## ***The Week of the Ceremony***

All guardians will attend the second rehearsal. If there are siblings or other relatives involved in the ceremony, they should attend as well. At this rehearsal, the family will practice the choreography of the ceremony. Attend Shabbat services Friday night.

## ***B'nai Mitzvah Ceremony***

Congratulations! You and your child have worked hard to prepare for this day! Enjoy this special right of passage by celebrating with family and friends!

### SCHEDULING TIMELINE

B'nai Mitzvah Month	B'nai Mitzvah Training
January	July-December
February	August-January
March	September-February
April	October-March
May	November-April
June	December-May
July	-
August*	January-July
September*	February-August
October	April-September
November	May-October
December	June-November

*\*August and September B'nai Mitzvah will meet over the course of 7 months to accommodate summer schedules.*

# PUBLICATION SHEET/BIO

Please create a bio for your child for Temple publications. **Please note, due to sizing constrictions, bios should be 75 words or less (125 words for twins written together).** We reserve the right to edit the biography for space. Your child’s bio will be used in the following Temple publications:

- *Temple Tidings*: Temple’s quarterly printed publication. If you so choose, your child’s B’nai Mitzvah Announcement will be included in this publication. This is separate from the card.
- B’nai Mitzvah Cards: If you would like, you may have a B’nai Mitzvah Card created for your child. It will include your child’s photo and bio in our standard template (see page 11) to be provided at the B’nai Mitzvah ceremony.
- Service Program: Your child’s B’nai Mitzvah ceremony date will be noted in the weekly Service Program and will be made available on our online Streaming page.

If you would prefer, please complete the form below, and we will create a bio with the information you provide. *You will receive a proof of this bio via email to give you the opportunity to review and make corrections if necessary.*

Child’s Full Name: \_\_\_\_\_

Child’s Hebrew Name: \_\_\_\_\_

Parents: \_\_\_\_\_

Siblings: \_\_\_\_\_

Grandparents: \_\_\_\_\_

Name of Child’s School: \_\_\_\_\_

Grade: \_\_\_\_\_

Child’s Favorite Activities: \_\_\_\_\_

Mitzvah Project: \_\_\_\_\_

Contact person for this information: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

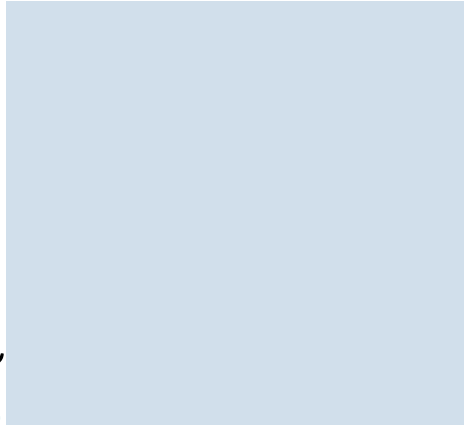
To ensure full accuracy for these publications, please be certain that names and details are exactly as you would like them to appear in print. Please write as legibly as possible.

Email your child’s photo and written bio, or this completed form to:  
**Ilana Zariski, Izariski@tdhs-nw.org**

B’nai Mitzvah Of

Child’s Name

Here (Hebrew Name Here)



**November 2 | 4 Cheshvan,  
 5780 Parashat Noah | Rabbi Avi Fine**

Child’s name is the son/daughter of **fill in with family names**. Child’s name is in the 7th Grade at **fill in school**. He/She/They enjoys swimming, listening to music, spending time with friends and family. For his/her/their mitzvah project, Child’s name is **insert mitzvah project here**.



Child’s name will chant from Noah, Genesis 11:1-13 Pages 19-20, from JPS Hebrew-English Tanakh.

Thank you for joining us today...

Temple De Hirsch Sinai and the family of **Child’s Name Here** are thankful that you have come from near and far to celebrate with us. Today **Child** will become a Bar/Bat/Brit Mitzvah, which literally means “Son/Daughter/Child of the Commandments.” This life cycle event marks that time when Jewish people enterspiritual adulthood, become accountable for their own actions, and are formally welcomed as members of the Jewish community. In preparation for this event, young Jewish people study Hebrew and learn how to lead the congregation in prayer. It is customary in Judaism, though not required, to cover one’s head with a kippah (head covering) and to wear a tallit (prayer shawl) during services. Both are available at the entrance. During the service,

Child will read from an actual Torah scroll. The Torah is considered the most precious possession of the Jewish people. In its most literal sense, it is the first five books of the Hebrew Bible. In its broadest sense, the Torah represents the full body of wisdom and laws of the Jewish people. A portion of the Torah is read

consecutively each week so that over the course of a year the Torah is read in its entirety. On any given Shabbat, the same portion is read in synagogues throughout the world, thus binding the Jewish people together in a special way. Child will read a portion from the Torah and offer his/her interpretation. In addition, he/she/they will recite a Haftarah (Prophetic sections of the biblical text). Before Child reads from the Torah, it will be passed from his/her/their family to him/her/they. The Torah scrolls themselves are sacred, and are therefore housed in the ark; the beautiful cabinet located behind the bimah

(pulpit). The Ner Tamid (eternal light), which hangs above the ark, represents the continuity of Jewish tradition and the everlasting presence of God. In addition, you may notice the congregation faces East towards the city of Jerusalem while praying.



**Ark:** The ornate cabinet behind the bimah where the Torah Scrolls are housed  
**Aliyah:** The person going up to say the blessing over the reading of the Torah.  
**Bimah:** The pulpit.

**Ner Tamid:** Eternal light, which hangs above the ark, represents the continuity of Jewish tradition and the everlasting presence of God

**Bar:** Aramaic word for son.

**Bat:** Aramaic word for daughter

**B Mitzvah:** The gender-neutral version.

**Mitzvah:** Hebrew word for one

commandment. The Torah contains 613 Mitzvot.

**Haftarah:** An additional reading from the Prophets.

**Tallit:** Prayer shawl.

**Torah:** The Torah is laws of the Jewish people. The most sacred possession of the Jewish people. In its most literal sense, it refers to the first five books of the Hebrew Bible. In its broadest sense, the Torah represents the full body of wisdom.

**Torah Portion:** A portion of the Torah is read consecutively each week so that over the course of a year it is read in its entirety. On any given Shabbat, the same Torah portion is read in synagogues throughout the world, thus binding the Jewish people together in a special way.

## PULPIT PREPARATION FORM

There are many opportunities to honor family, friends and significant people in the life of the B'nai Mitzvah during the course of our service.

To be called forward for an *aliyah*, to recite the blessings over the reading of Torah, is a special honor in Jewish tradition. Jewish grandparents, aunts, uncles, siblings over the age of 13, extended family, and close friends might be honored.

The honor of the 3rd *aliyah* is customarily, but not manditorially, accepted by the parents of the B'nai Mitzvah. The B'nai Mitzvah commonly accepts the 4th *aliyah*.

Family, friends, and special guests of any age and religious background might be honored as Torah undresser(s)/dresser(s). One or two people might help remove and replace the cover and ornaments from the Torah.

Another honor might be helping with *kiddush* or Havdalah, the final part of the ceremony and with the blessing over bread.

Name(s): \_\_\_\_\_

Hebrew: \_\_\_\_\_

Aliyah 1: [Including relationship and Hebrew name] \_\_\_\_\_

Aliyah 2: [Including relationship and Hebrew name] \_\_\_\_\_

Aliyah 3: [Often parents] \_\_\_\_\_

Aliyah 4: [B'nai Mitzvah] \_\_\_\_\_

Torah Undresser(s)/Dresser(s): \_\_\_\_\_

Kiddush or Havdalah, Motzi: \_\_\_\_\_

Other/Mourner's Kaddish: \_\_\_\_\_

## TORAH BLESSINGS

HAVU GODEL l'Eloheinu  
ut'nu chavod laTorah.

הָבוּ גִדּוֹל לְאֱלֹהֵינוּ,  
וְתִנוּ כְבוֹד לַתּוֹרָה.

LET US DECLARE the greatness of our God and give honor to the Torah.

ONE WHO MAKES AN ALIYAH MIGHT OFFER:

ADONAI imachem. MAY GOD be with you! עִמָּכֶם. יי

*Congregation responds:*

Y'varech'cha Adonai. MAY GOD bless you! יְבָרְכֶךָ. יי

BLESSING BEFORE THE READING OF THE TORAH

BAR'CHU et Adonai ham'vorach.

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

Baruch atah, Adonai

Eloheinu, Melech haolam,

asher bachar banu mikol haamim,

v'natan lanu et Torato.

Baruch atah, Adonai, notein haTorah.

בְּרַכּוּ אֶת יי הַמְבָרָךְ.

בְּרוּךְ יי הַמְבָרָךְ לְעוֹלָם וָעֶד.

בְּרוּךְ אַתָּה, יי

אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,

אֲשֶׁר בָּחַר בְּנוּ מִכָּל הָעַמִּים,

וְנָתַן לָנוּ אֶת תּוֹרָתוֹ.

בְּרוּךְ אַתָּה, יי, נוֹתֵן הַתּוֹרָה.

BLESS ADONAI who is blessed.

Blessed is Adonai who is blessed now and forever.

Blessed are You, Adonai our God, Sovereign of the universe, who has chosen us from among the peoples, and given us the Torah. Blessed are You, Adonai, who gives the Torah.

BLESSING AFTER THE READING OF THE TORAH

BARUCH atah, Adonai

Eloheinu, Melech haolam,

asher natan lanu Torat emet,

v'chayei olam nata b'tocheinu.

Baruch atah, Adonai, notein haTorah.

בְּרוּךְ אַתָּה, יי

אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,

אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת,

וַחַיֵּי עוֹלָם נִטַע בְּתוֹכֵנוּ.

בְּרוּךְ אַתָּה, יי, נוֹתֵן הַתּוֹרָה.

BLESSED ARE YOU, Adonai our God, Sovereign of the universe, who has given us a Torah of truth, implanting within us eternal life.

Blessed are You, Adonai, who gives the Torah.

## BLESSINGS FOR SHABBAT

*The candles are lit before the blessing is recited.*

**BARUCH** atah, Adonai  
Eloheinu, Melech haolam,  
asher kid'shanu b'mitzvotav,  
v'tzivanu l'hadlik  
ner shel Shabbat.

בָּרוּךְ אַתָּה, יי  
אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,  
אֲשֶׁר קִדְּשָׁנוּ בְּמִצְוֹתָיו,  
וְצִוָּנוּ לְהַדְלִיק  
נֵר שֶׁל שַׁבָּת.

**BLESSED ARE YOU**, Adonai our God, Sovereign of the universe,  
who hallows us with mitzvot,  
commanding us to kindle the light of Shabbat.

### FOR WINE

**BARUCH** atah, Adonai  
Eloheinu, Melech haolam,  
borei p'ri hagafen.

בָּרוּךְ אַתָּה, יי  
אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,  
בוֹרֵא פְּרֵי הַגָּפֶן.

**PRAISE TO YOU**, Adonai our God, Sovereign of the universe,  
Creator of the fruit of the vine.

### FOR FOOD

Baruch atah, Adonai Eloheinu,  
Melech haolam,  
hamotzi lechem min haaretz.

בָּרוּךְ אַתָּה, יי אֱלֹהֵינוּ,  
מֶלֶךְ הָעוֹלָם,  
הַמוֹצֵיא לֶחֶם מִן הָאָרֶץ.

Our praise to You, Adonai our God, Sovereign of the universe,  
who brings forth bread from the earth.

## B'NAI MITZVAH FEE

The B'nai Mitzvah fee is separate from the Religion School fee. It must be fully paid, or arrangements made, before training begins. In addition, membership and all other fees must be current. Parents may pay in full at the time of the FBME to "lock in" the price. If you choose to pay just before the six-month deadline, you will pay the then-current rate. You will receive a reminder to pay the fee before you can begin scheduling. No appointments can be made until payment has been received, so please make certain to pay on time or have a payment plan in place.

*The following goods and services are included in the B'nai Mitzvah Fee:*

### ***B'nai Mitzvah Training***

- Virtual 20-minute weekly 1:1 tutoring sessions
- *Note: if staff assessment indicates that additional tutoring beyond the standard scheduled training is required, the family will be responsible for paying the tutor directly. Temple can provide you with a list of recommended tutors.*

### ***Use of Facility for Ceremony***

- Facility use and Temple Services staff support.
- **ADDITIONAL COST:** Family will be required to have security for the B'nai Mitzvah service and any event hosted at Temple. Please see Rental Fees & Options for more details.

### ***Sponsorship of Preceding Friday Evening's Preneg***

- Sponsorship of Preneg will be listed in the weekly Shabbat Program. Generally, Preneg begins at 5:30 PM.
- Preneg Sponsorship occurs at the same campus as your child's ceremony. If only one evening Shabbat service is taking place on the Friday before the event, Preneg Sponsorship will take place at the campus where that Friday's service is being held.
- Temple will offer the standard Preneg fare: wine and a variety of light nosh.
- Family may provide additional food from a caterer or commercial establishment. Any additional food must be available to all attendees. Outside food must be approved in advance with Temple staff to make adequate arrangements, and to ensure necessary platters, etc. are available.
- Temple Staff manages all set-up and clean-up for Preneg.

### ***Ceremonial Kiddush***

- Challah and grape juice will be provided for ceremonial Kiddush at conclusion of service.

### ***B'nai Mitzvah Card***

- A photo of your B'nai Mitzvah candidate(s) and standard B'nai Mitzvah text will be produced by Temple for use at service. Families may create & supply their own program; see page 10 for details.

### ***Administrative support to help plan event***

## RENTAL FEES & OPTIONS

### RENTAL RATES For B'nai Mitzvah Celebration Only

FACILITY/ ROOM	MAXIMUM HOURS OCCUPANCY OF USE	BASIC FEE	FEE/ADD'L FEE/ADD'L HOUR HOUR AFTER 12:00 AM
<b>Luncheon After B'nai Mitzvah Ceremony</b>			
Choose One of Our Reception Rooms	Depends on room choice*	12:00PM – \$470.00 3:00PM flat fee	\$125/hour N/A
<b>Evening Party After B'nai Mitzvah Ceremony</b>			
Bellevue Social Hall	150**	4 hours	\$640.00 \$140/hour \$250/hour or any portion of an hour
Seattle Jaffe Room	260**	4 hours	\$690.00 \$140/hour \$250/hour or any portion of an hour

\* Actual occupancy is dependent on reception setup/floorplan.

Note: Please review our **Rental and Usage Policies and Procedures** document to ensure you are familiar with our guidelines.

#### The fee for all Temple receptions includes:

- Maximum **four** hours of reception time for evening parties; **three** hours for luncheons.
- Use of all available parking, buffet tables, dining tables and chairs, limited use of Temple's china, glassware, and silverware, and set-up and tear-down of tables and chairs.
- **It does not include: linens, setting tables, clearing tables, or washing and putting away Temple china, glassware or silverware, nor does it include security or set-up time.**
- Please plan to end all parties by 11:00 PM, so that our facilities staff may leave by midnight.

#### Reservations:

- Reservations are on a space available, first-come, first-served basis. Please reach out to the B'nai Mitzvah Coordinator to reserve as soon as you know you will want your party or reception here. Your contract will be sent to you approximately 3 months before your event. At that time your security deposit will be requested.
- *Your reservation will be secured upon receipt of your signed Facilities Use Agreement and a room rental deposit of \$250.00.*

**Security Fee:** The Congregant will be charged for security during any reception or party following the b'nai mitzvah ceremony. Security is required for a minimum of four (4) hours.

**Set-Up/Tear Down:** Set-up time, prior to the start of the event, must be approved in advance, is dependent on the availability of the room and facility staff, and may be billed at a minimum of \$50/hour. Temple's Facility Services staff is responsible for your table and chair set-up. They may be available for minor set-up alterations, but are not available to perform other specific event-related tasks before, during, or after your event because of their primary Temple responsibilities. All clean-up and tear-down will be completed following your reception.

**Deliveries:** Pre-event deliveries must be scheduled and approved in advance with our facilities department. All deliveries must occur during normal business hours (Monday – Friday, 9:00 AM to 5:00 PM).

#### Catering:

- Caterers must be approved in advance by Temple. Before signing a contract with a caterer, please contact Merav Canaan to get approval.
- All food must be prepared in a commercial kitchen.
- **NO pork** products (ham, sausage, pepperoni, etc.) or **shellfish** products (shrimp, crab, lobster, etc.) are allowed to be served at Temple at any time.

**Safety:** It is the responsibility of the host(s) to monitor and chaperone the activities of all their guests, including minors, to prevent damage to Temple property, and to ensure guests remain in supervised areas at all times. Please note: Any entertainment system outside of sound and light equipment must be approved by Temple prior to the event. No fog, confetti, or bubble machines.

**Bimah Flowers and Food Baskets:** Your florist may deliver arrangements during normal business hours (Monday – Friday, 9:00 AM to 5:00 PM) or on Saturday morning (8:30 to 9:30 AM). Another option is to rent a beautiful Food Basket Centerpiece from Jewish Family Services (JFS). Contact the JFS Community Connections Volunteer Services team at [volunteer@jfsseattle.org](mailto:volunteer@jfsseattle.org) or (206) 861-3197. You may place your order online by visiting [jfsseattle.org/give/centerpiece-baskets](http://jfsseattle.org/give/centerpiece-baskets).

**Photography / Videography:** You are welcome to use any photographer/videographer you like. Upon request, Temple can provide you with a list of vendors families have used in past years. Please Note:

- NO flash photography is permitted during a service.
- Photographs and video may be taken during services IF photographer/videographer stays in one location and does not interfere with the service or cause a distraction.
- Photos may be taken prior to a service, provided the sanctuary or chapel is available. For photos and/or video with the Torah, the presiding rabbi must be present; please contact the B'nai Mitzvah Coordinator before making arrangements with your photographer and/or videographer.

