

July 2011

Dear Friends:

As your child's Bar/Bat Mitzvah approaches, I want to share some important information with you regarding the Kiddush on that special day.

As you may recall, each Bar/Bat Mitzvah family is required to sponsor a Kiddush and pay a fee to help offset the cost of our Synagogue's Kiddush. That fee is \$800.00, plus \$7.00 per person for each of your guests, which helps pay for a Kiddush luncheon that includes the following:

- Set up/Cleaning of the Social Hall/Paid Kitchen Staff
- Coffee, tea, juice, dairy creamers, sweeteners, *schnapps* and *challot*
- Gelfilte fish, horseradish, herring, crackers
- Mini-Bagels/plain and chive cream cheeses
- Tuna Salad -Egg Salad -Fruit Trays
- Cookies, pastries, coffee cakes
- All plastic ware, napkins, paper goods and lace tablecloths for Kiddush tables

#### ADDITIONAL KIDDUSH INFORMATION

- Double Bar/Bat Mitzvah: In the case that you are paired with another family, both families must agree on additional items or substitutions prior to them being ordered.
- Food Quantity: Synagogue staff have the responsibility to make sure that quantities are appropriate and that items included constitute an acceptable luncheon menu. All additions, quantities and substitutions must be approved by the Synagogue's Director of Operations.
- Extra items: In the event that you desire extra items to be served at the Kiddush, you will be charged the cost of those items for your guests, as well as the cost for approximately half of our Synagogue's Shabbat attendees. Each Bar/Bat Mitzvah family would thus pay the costs for their respective guests plus 100 congregants.
- Flowers: We have available silk floral arrangements for the Kiddush tables and plants for the *bimah*. However, should both families agree to purchase fresh-cut flowers in place of those, arrangements must be made with the Synagogue office four weeks ahead of the day of your *simcha*. The Synagogue staff will order them for you and your charge will be the actual cost charged by the vendor.
- Hiring a different vendor: If you would like to order any basic Kiddush item from an approved vendor who charges an amount that is higher than the cost on which our Kiddush fee is based, you will be asked to pay the difference.

#### PAYMENT DUE DATES

**It is important to remember that the Kiddush fee of \$800.00, and all other Synagogue charges billed to date, are required to be paid in full, at least four weeks prior to your *simcha*. You will be contacted 1-2 weeks before your *simcha* for your final guest count and menu.**

All additional Kiddush charges – the total per person cost for your guests and exact cost for additional menu items for your invited guests and approximately 100 congregants – **are required to be paid at least 14 days before your *simcha*.**

For your convenience in considering substitutions or extra Kiddush menu items, some of them are listed on the reverse side of this letter. We look forward to working with you to make this *simcha* as wonderful an experience for your family as we can. If you have any questions or concerns regarding the Kiddush or payments, please call the Director of Operations, Edgardo Imar, at 847-945-0470.

*Y'yasher Koach* on your undertaking the *mitzvah* of sponsoring our Synagogue's Kiddush and *Mazal Tov* in advance of your exciting day.

Sincerely,  
*Debbie Nathan*  
Vice-President, Ritual

**\*A dairy or meat Kiddush is available. Suggested additional menu items:**

Dairy

7-layer tortilla dip/chips  
Pizza bagels  
Lasagna  
Cheese tray  
Lox Spread  
Kugel  
Veggie platter/dip  
Lox  
Cucumber/Tomato/Onion tray  
Blintzes  
Quesadillas

Meat

Chopped liver  
Mini meatballs  
Roll-ups  
Chicken salad  
Chicken drumettes  
Mini hot dogs  
Deli meats  
Chicken kabobs

Parve/Dairy or Meat

Pasta salad  
Hummus w/veggies  
Couscous  
Barekas  
Roll-ups  
Smoked salmon  
Mediterranean pasta salad  
Tabuleh  
Israeli salad  
Green salads  
Kugel

We order from any approved Kosher caterer and/or restaurant.

For further menu requests and prices, please contact Edgardo Imar, 847-945-0470.

## CONGREGATION B'NAI TIKVAH APPROVED CATERERS, RESTAURANTS and BAKERIES

All caterers listed below cater at homes and synagogues, as well as at some hotels. For information regarding catering, please call the Director of Operations  
April 2011

### Kosher Catering

#### **Aviv Catering**

1145 Bette Lane  
Glenview, IL 60025  
847-904-7250  
847-904-7351 (fax)  
Rafael Masok (Rafi)  
Rabbi Jonathan Ginsberg Supervision

#### **The Caterers** (meat or dairy)

(previously Continental)  
716 W. 5<sup>th</sup> Ave  
Naperville, IL 60563  
630-355-1208  
630-355-0324 fax  
Rabbi Sander Mussman Supervision  
Richard Ringelstein

#### **Chicago TailGators**

3411 W. Dempster Street  
Skokie, IL 60076  
847-343-9170  
CRC – Glatt certified  
Steven Greenberg

#### **Da'Nali's Café** (drop off)

4032 W. Oakton  
Skokie, IL 60676  
847-677-2782  
CRC certified

#### **Danziger Kosher Catering**

3910 W. Devon  
Lincolnwood, IL 60712  
847-982-1818  
847-982-1178 fax  
CRC certified  
Lisa or Stuart Morginstin

#### **Garden Fresh**

**Kosher Korner** (drop off )  
275 Skokie Blvd  
Northbrook, IL 60062  
847-272-0300  
CRC certified

#### **Goldman-Segal Kosher Catering**

6814 N. Sacramento  
Chicago, IL 60645  
773-338-4060  
773-338-3085 fax  
Kof-K certified

#### **Hungarian Kosher Foods**

Glatt kosher; take out  
4020 W. Oakton Street  
Skokie, IL 60077  
847-674-8008  
CRC certified

### Kosher Catering

#### **Kirshner's Cuisine**

2939 W. Touhy  
Chicago, IL 60645  
773-465-6247  
CRC certified

#### **Kosher Gourmet** (meat)

3552 W. Dempster  
Skokie, IL 60076  
847-433-7051 (Highland Park)  
847-679-0432 (Skokie)  
847-679-0727 fax  
CRC certified  
Eileen Jacobs

#### **Malibu Pizza & Pasta** (drop off)

3353 W. Dempster Street  
Skokie, IL 60076  
847-675-2847  
CRC Supervision  
Danny Hechtman

#### **Manna Kosher**

281 Messner Drive  
Wheeling, IL 60090  
847-229-8200  
CRC supervision

#### **Michael C's**

3411 W. Dempster St.  
Skokie, IL 60076  
847-673-3663  
CRC certified –parve & dairy  
Shaina Sugar

#### **Mizrahi Grill**

215 Skokie Valley Road  
Highland Park, IL 60035  
847-831-1400  
CRC certified -meat  
Eli Mizrahi

#### **Now We're Cookin' Grill** (drop off)

710 Central  
Highland Park, IL 60035  
847-432-7310  
Supervision by Rabbi Herman Gross  
David

#### **Oasis Mediterranean Cuisine**

8939 Pottawattami Dr.  
Skokie, IL 60076  
847-674-1712  
847-674-1732 (fax)  
Star-K Supervision  
Cheryl

### Kosher Catering

#### **Pa'Nosh Catering**

364 Lexington Dr  
Buffalo Grove, IL 60089  
847-947-2100  
Rabbi Howard Lifshitz Supervision  
Glenn Simon  
Louis Grossman

#### **The Sandwich Club**

4507 W. Oakton  
Skokie, IL 60076  
847-677-6020  
CRC certified

#### **Simply Simchas** (full service or drop off)

3011 W. Birchwood  
Chicago, IL 60645  
312-213-1075  
847-675-4060  
773-409-5707 (fax)  
KOF-K certified  
Walter Richtman

#### **Slice of Life** (Glatt – Dairy)

(Drop off only)

#### **Hy Life Bistro** - Meat

(Drop off only)

4120 Dempster  
Skokie, IL 60076  
847-674-2021  
CRC certified  
Sheldon Kane

#### **Srulies**

8170 McCormick Blvd., Ste. 101  
Skokie, IL 60076  
877-246-5368  
CRC Certification  
Srulie Getter

#### **Ta'boun Grill**

6339 N. California  
Chicago, IL 60659  
773-381-2606  
773-381-8211 (fax)  
CRC certified  
Anat Trace

#### **Tien Li Chow** (drop off)

2485 Howard Street  
Evanston, IL 60202  
847-328-4642  
CRC & OU certified  
Shani Shapiro

## Bakeries

### **Breadsmith**

3327 W. Dempster  
Skokie, IL 60076  
847-673-5001  
CRC certified -parve

### **Breadsmith of Highland Park**

664 Central  
Highland Park, IL 60035  
847-432-3390  
CRC certified -parve

### **Gitel's Kosher Bakery**

2745 W. Devon  
Chicago, IL 60659  
773-262-3701  
773-262-3776 fax  
CRC certified

### **King David Kosher Bakery**

1731 W. Howard  
Evanston, IL 60202  
847-475-0270  
847-475-0290 fax  
CRC certified - parve

### **North Shore Bakery**

2919 W. Touhy  
Chicago, IL 60645  
773-262-0600  
773-262-3641 fax  
CRC certified -parve  
Michael BenEzra

### **Shalom Bakery**

1165 N. Arlington Hts. Rd.  
Buffalo Grove, IL 60089  
847-808-9300  
847-808-8403  
CRC certified -parve

### **Solomon's Gourmet Cookies**

2238 N. Elston Ave.  
Chicago, IL 60614  
773-384-8575  
CRC certified - dairy  
Jason Tenenbaum

### **Tel-Aviv Kosher Bakery**

2944 W. Devon  
Chicago, IL 60659  
773-764-8877  
773-764-8854 fax  
**OU certified**

### **Zelda's Sweet Shop**

4113 Main Street  
Skokie, IL 60076  
847-679-0033  
CRC certified  
Linda Neiman

## **Bagel Country**

9306 Skokie Blvd.  
Skokie, IL  
847-673-3030  
CRC certified

## Restaurants

### **Falafel King**

4507 W. Oakton  
Skokie, IL 60076  
847-677-6020  
CRC certified

### **Great Chicago Food & Beverage Company**

3149 W. Devon Ave  
Chicago, IL 60659  
773-465-9030  
773-465-9011 fax  
CRC certified

### **Hy Life Bistro**

4120 W. Dempster  
Skokie, IL 60076  
847-674-2021  
CRC certified

### **Ken's Diner**

3353 W. Dempster  
Skokie, IL 60076  
847-679-2850  
847-835-3354 fax  
CRC certified

### **Mi Tsu Yun Kosher Chinese American Cuisine**

3010 W. Devon  
Chicago, IL 60659  
773-262-4630  
773-262-4835 fax  
CRC Supervision

### **Now We're Cookin' Grill & Carry -Out**

710 Central  
Highland Park, IL 60035  
847-432-7310  
847-432-8352 fax  
Rabbi Herman Gross- Supervision

### **Shaevitz Meat Market & Deli**

712 Central  
Highland Park, IL 60035  
847-432-8334  
847-432-8352 fax  
Rabbi Herman Gross-certified

### **Shallot's**

4741 West Main Street  
Skokie, IL 60076  
847-677-3463  
CRC certified

## **Tel Aviv Kosher Pizza** (take-out, delivery)

6349 N. California Avenue  
Chicago, IL 60659  
773-764-3776  
CRC certified

## Misc.

### **Illinois Nut Outlet/Fantasia**

#### **Chocolates**

3745 Dempster  
Skokie, IL 60076  
CRC – parve & dairy

### **Custom Candy Design**

3398B Commercial Avenue  
Northbrook, IL 60062  
847-564-1400  
847-564-1975 fax  
CRC kosher dairy certified

### **Bull Dog Bakery GLUTEN FREE**

3207 N. Elston  
Chicago, IL 60614  
773-539-9781  
773-539-9783 (fax)  
CRC Supervision  
Patrick Kaplan

## CONGREGATION B'NAI TIKVAH HOUSE RULES

Congregation B'nai Tikvah is a Conservative religious institution and, therefore, all functions and events held on its property shall be conducted in a dignified manner and in accordance with Conservative Jewish traditions and customs.

1. NOTHING may be brought into or removed from the Synagogue building on the Sabbath or Holidays.
2. The use of the Synagogue facilities on the Sabbath and Holidays is restricted to religious functions, related social activities and purely Jewish cultural purposes.
3. The *Bet Hamidrash* (the small sanctuary) is restricted to religious functions only.
4. Smoking is prohibited throughout the entire building at all times.
5. Food and beverages are not allowed in the Sanctuary or the *Bet Hamidrash* (except wine for *kiddush*).
6. No individual or group shall perform any work or conduct any business on the Sabbath or Holidays.
7. The facilities are primarily intended for the use of religious services and congregational events and functions (with the following notations):
  - a. Individuals who are not members and organizations not connected with Congregation B'nai Tikvah may be granted the privilege of renting its facilities by decision of the House Committee through the Director of Operations, who will present requests to the House Committee and execute the rental agreement on behalf of the Synagogue.
  - b. The facilities shall not be rented to outside organizations or any individual for an event involving fundraising or politics.
  - c. A formal agreement for use of the facilities must be executed and approved.
  - d. Vendors and service providers will provide an endorsed Certificate of Liability Insurance, naming B'nai Tikvah as an additional insured.
8. The Synagogue kitchen is strictly Kosher and rules for the use of this facility are attached hereto and made a part herein and must be strictly observed.
9. The scheduling of all religious observances will take precedence over any individual or organizational event.
10. Arrangements for the use of the facilities and for the presence and/or use of employees are to be made with the approval of the House Committee through the Director of Operations as far in advance as possible.

(over)

- a. Lessee will be held responsible for any damage done to the Synagogue property by lessee and guests.
- b. The Congregation shall not be liable for damages by reason of its failure to furnish heat, air conditioning or other services in emergencies arising beyond its control.
- c. The Congregation shall not be responsible for any injury to persons attending, damage to personal property or loss of personal property.
- d. The Congregation shall have the right to have one or more of its authorized representatives present at any function.
- e. Lessee shall hire security personnel for events at which children will be present, or upon request by the Director of Operations. Number of personnel to be hired will be at the discretion of the Director of Operations.
- f. Vendors, service providers, caterers and entertainers hired by lessee must provide an **endorsed Certificate of Liability Insurance**, naming B'nai Tikvah as an additional insured, using the following wording, **"The Additional Insured Endorsement shall cover Congregation B'nai Tikvah for claims arising from the Named Insured's operations."** Additionally, **Congregation B'nai Tikvah requests a copy of the vendor's insurance policy, if possible.**

11. All requests for the use of the facility must be made on the appropriate request form and submitted to the Director of Operations.

### **Shabbat Dinners**

#### **Please note:**

Only Shabbat candles on the main table may be lit, prior to Shabbat. We invite you to light the candles by Candle Lighting Time when feasible. Otherwise, we will light candles prior to the beginning of the Kabbalat Shabbat service. During the winter months, we will light the candles before Shabbat. Candles may not be used on individual tables on Shabbat or holidays.

No photographs may be taken on Shabbat. Since Shabbat technically begins with candle lighting, no photos may be taken in the Synagogue or on the Synagogue grounds during or following dinner, or once the candles have been lit.

If you are hosting a Shabbat dinner before the Kabbalat Shabbat Service, the dinner must be served at 5:00 p.m., so that your family is ready to share in the service promptly at 6:30 p.m. If you have questions or concerns, please do not hesitate to call.

CONGREGATION B'NAI TIKVAH  
KITCHEN RULES AND GUIDELINES

**Kashruth must be observed at all times in the kitchen and throughout the facility. The Rabbi will make all final decisions regarding Kashruth at B'nai Tikvah.**

Please clear date for use of kitchen (and any other room required) with Director of Operations; clear time for set up, drop-offs, etc. Clearly present in writing requirements for event, including diagram of room(s) layout. Director of Operations will contact Kitchen Committee Liaison and Custodian, who will assure proper use of the kitchen and set-up requirements, etc.

Outside caterers must submit a \$500 security deposit, which will be kept on file each year. The Kitchen Committee Liaison or Synagogue Custodian will inspect the kitchen after clean-up following each event and will notify the Director of Operations of the status of the kitchen. Caterer will be notified if kitchen is not left in satisfactory condition.

Caterers must furnish Certificates of Liability Insurance.

**Responsibility**

The Congregation and its employees assume no responsibility for the loss or damage to any property brought into the building by individuals or organizations in connection with any activity. We have limited facilities for storing food, liquor, decorations, etc. All such items should be brought into the building at the beginning of the time requested, unless special arrangements have been made. Safeguarding of these items is the sole responsibility of the person or organization reserving the facility.

**Kitchen Rules**

1. No one may use the kitchen except a member of the kitchen committee, a trained designee from any arm of the Congregation or an approved caterer with his *mashgiach* present. It will be the responsibility of each arm to name a person or persons to be trained by the kitchen committee.
2. To clear the use of the kitchen, the Director of Operations must be contacted at least 72 hours prior to the date requested.
3. A kosher caterer approved by Congregation B'nai Tikvah's Rabbi must be used whenever food is served for a private party. A list of approved caterers is available from the Director of Operations.
4. Only one kosher caterer may use the kitchen during a weekend.
5. After each use, kitchen must be cleaned according to guidelines presented below.
6. NOTHING may be brought into or removed from the Synagogue on Shabbat or holidays.
7. All food and rental items must be clearly labeled to show ownership.
8. Only dairy or meat items may be prepared at a given time.

*(over)*

## Kitchen Rules/Guidelines

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9. All leftovers will be placed in the cooler. Leftovers may be picked up after 10:00 a.m. on the day following a holiday or Shabbat. Leftovers not picked up within two days after event, Shabbat or holiday, will be disposed of.
10. Approved kosher caterers may use their own dishes, glassware, utensils, cookware, serving pieces, coffee service, food carts, etc. All Synagogue cookware, dishes, food carts, etc., will be stored in locked closets. Synagogue cookware, dishes, flatware, etc., may be used by approved caterers.
11. All food brought into the kitchen must be properly marked u, cRc, K, or any other supervision acceptable to the Rabbi.
12. All bakery products must be purchased from an approved kosher bakery, from one of the approved caterers or marked with appropriate *heksher*. Proper attention must be paid when purchasing baked goods which are marked dairy.
13. The following are available for use by caterers:
  - Three-door reach-in freezer
  - Walk-in Cooler (if free-standing cooler is needed, please request usage from Director of Operations)
  - Convection and gas ovens; all stovetop burners
  - Meat Sinks or Dairy Sinks
  - Microwave oven
14. “Meat” and “Dairy” sinks may be used only as designated.

### **The kitchen must be cleaned thoroughly after each use; please follow these guidelines:**

- All dishes, pots and pans, cooking utensils, etc., must be cleaned and stored in the appropriate closet (i.e., “Meat,” “Dairy,” “Parve,” “Supplies”), when applicable.
- Sinks must be cleaned and polished and left in perfect condition.
- Stoves and ovens must be cleaned and polished and left in perfect condition.
- Hood over burners and ovens must be cleaned.
- All garbage must be placed in plastic-lined cans. Caterers must put trash in outside dumpster following clean-up.
- All countertops must be cleaned and left in perfect condition.
- Floor must be swept and cleaned. Food spills/splashes must be cleaned from all surfaces (counters and stovetops, walls as needed).
- Ovens and burners must be turned off.
- Lights in ovens must be turned off after use.
- Turn off kitchen lights and close doors as you leave.

**CONGREGATION B'NAI TIKVAH  
ROOM RENTAL FEES**

	<u>MEMBER</u>	<u>NON-MEMBER</u>
<b>MAIN SANCTUARY</b> WEDDING	No Charge	\$500.00
<b>SMALL SANCTUARY</b> WEDDING	No Charge	\$250.00
<b>SOCIAL HALL A <u>or</u> B</b> (based on availability)	\$150.00	\$300.00
LUNCH OR DINNER- no dance floor	\$150.00	\$300.00
<b>SOCIAL HALL A &amp; B</b>	\$300.00	\$500.00
<b>LOBBY</b> (When used in conjunction with another room and when food and/or beverage is served)	\$100.00	\$200.00
<b>PATIO</b> (Folding chairs)	\$100.00	\$200.00
<b>BRIDE'S ROOM</b> (REFUNDABLE DEPOSIT)	\$ 75.00	\$ 75.00
<b>“DROP OFF” Food Service</b> – Kitchen supervision	\$ 50.00	\$100.00
<b>DANCE FLOOR RENTAL AND SET-UP</b>	<b>To Be Determined By Size Needed</b>	

**There will be a 15% surcharge on food and beverage costs for all private events (liquor excluded).**

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<b>*LECTURES/MEETINGS</b>	<b>Sanctuary</b>	<b>One Social Hall</b>
• for non-affiliated organizations	\$500.00	\$250.00
• for organizations sponsored by a Synagogue affiliate group	No charge	No charge
• For profit organizations – (Facility use will be approved on an individual basis by the Director of Operations; charge will be room rental plus 15% of ticket sales when applicable)		

**\*CLASSROOMS, OTHER**

**\*Rental by individual arrangement with Director of Operations**

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**SECURITY DEPOSIT**

• **MEMBERS:**

A SECURITY DEPOSIT OF \$150.00 IS REQUIRED FOR EACH FUNCTION USING ONE SOCIAL HALL  
A SECURITY DEPOSIT OF \$300.00 IS REQUIRED FOR EACH FUNCTION USING TWO SOCIAL HALLS  
DEPOSIT WILL BE REFUNDED SUBJECT TO CLEAN-UP AND INSPECTION

• **NON-MEMBERS:**

A SECURITY DEPOSIT OF \$300.00 IS REQUIRED FOR EACH FUNCTION USING ONE SOCIAL HALL  
A SECURITY DEPOSIT OF \$500.00 IS REQUIRED FOR EACH FUNCTION USING TWO SOCIAL HALLS  
DEPOSIT WILL BE REFUNDED SUBJECT TO CLEAN-UP AND INSPECTION

**ABOVE FEES ARE SUBJECT TO CHANGE AT ANY TIME.**

# CONGREGATION B'NAI TIKVAH

## ROOM RESERVATION FORM

Please provide as much information as possible at this time and refer to Congregation B'nai Tikvah's *House Rules, Kitchen Rules and Guidelines, Room Rental Fees and Approved Caterers and Bakeries.*

B'nai Tikvah phone number: 847-945-0470, fax number: 847-945-0706

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Shabbat Dinner     Party     Wedding     Other \_\_\_\_\_

Name of Honoree: \_\_\_\_\_

Date of the event: \_\_\_\_\_ Time of Event: (start/end) \_\_\_\_\_

Deposit required to reserve space: 1 Hall/\$150 (80' x 40)' \_\_\_\_\_ 2 Halls/\$300 (80' x 80)' \_\_\_\_\_

Caterer (from list of B.T. approved caterers) \_\_\_\_\_

**Food must be delivered by 2 p.m., Friday, or after Shabbat ends on Saturday for Saturday night parties.**

Meat     Dairy     Buffet     Plated     Family Style

Drop off     Caterer Using B'nai Tikvah Kitchen

Estimated No. of Guests - Adults \_\_\_\_\_ Children \_\_\_\_\_

### **Space Requested**

Main Sanctuary (for weddings)     Small Sanctuary (for weddings)     Library     Patio     Dance Floor

1 Social Hall     2 Social Halls     Lobby     Other (arranged with Director of Operations)

**Linens:** \_\_\_\_\_ **Servers:** \_\_\_\_\_

**Party Planner Name/Phone Number:** \_\_\_\_\_

### **Entertainment (Not on Shabbat):**

DJ and/or Group Name and Phone Number: \_\_\_\_\_

### **Layout – Please submit floor plan one week prior to event**

**Security for Bar/Bat Mitzvah Party:** One person for every 20 kids

Certificate of Liability: We need an endorsed Certificate of Insurance Liability from you, listing Congregation B'nai Tikvah as additional insured stating: *The Additional Insured Endorsement shall cover Congregation B'nai Tikvah for claims arising from the Named Insured's operations.*

**Other:** Use back of page for additional equipment needed and instructions.

I have read and will abide by the House Rules, the Kitchen Rules and Guidelines, and will pay the required room rental fees as attached. I am aware that fees are subject to change and that I/we will be notified if fees are changed.

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