

CONGREGATION B'NAI TIKVAH

KIDDUSH and FACILITY USE GUIDE



1558 Wilmot Road
Deerfield, Illinois
847-945-0470
e-mail: info@bnaitikvah.net
www.bnaitikvah.net



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, lemonade, 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. 5th 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

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 _____

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.

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- 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.

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Kitchen Rules/Guidelines

Page 2

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.