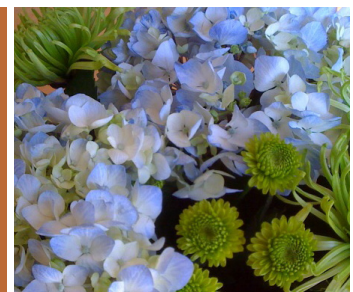




Celebrate your family's simcha in the warmth of B'nai Tikvah

There are many ways to celebrate your simcha, and B'nai Tikvah can accommodate all of your needs!

Brit Milah | Simchat Bat | B'nai Mitzvah
Wedding | Anniversary | Birthday





There are many ways to celebrate your simcha, and B'nai Tikvah can accommodate all of your needs!

Begin your weekend with an intimate Friday night Shabbat dinner. Dine and dance with an evening party or reception. Bring your guests together with a delicious Sunday brunch to close your weekend.

Our facilities can accommodate groups small and large from 20 to 300 people.

With our flexible floor plans you can design your event your way — anything from a sit-down dinner to a buffet or food stations — at a cost-effective price.

We can provide assistance with all your party plans

Kosher caterers
Music
Photographers/video services
Decor
Specialty table linens and napkins rental

Included in your celebration at B'nai Tikvah

Ample, convenient free parking for your guests
Dishes, silverware, glassware
Coffee and tea service
Lovely 30'x30' dance floor (nominal set-up fee)

From baby namings and Brit Milah, B'nai Mitzvah to weddings... Celebrate meaningful Jewish milestones in your family's life with the *ruach* that is B'nai Tikvah.

Congregation B'nai Tikvah room rental fees

EVENT SPACES	MEMBER	NON-MEMBER
ONE ROOM (SOCIAL HALL A OR B)	\$200.00	\$400.00
TWO ROOMS (SOCIAL HALL A AND B)	\$340.00	\$680.00
SETUP/CLEANUP LUNCH/DINNERS PER ROOM	\$155.00	\$300.00
SETUP/CLEANUP PARTIES PER ROOM	\$225.00	\$425.00
KITCHEN SUPERVISION	\$ 50.00	\$100.00
DANCE FLOOR	\$275.00	\$300.00

10% DISCOUNT APPLIES WHEN RENTING THE FACILITY FOR TWO OR MORE EVENTS FOR THE SAME *SIMCHA*.

Sanctuary and social hall usage fees are waived for organizations sponsored by Synagogue affiliate groups. Classrooms and other spaces may be rented through individual arrangement with the Executive Director.

SECURITY DEPOSIT

MEMBER

A security deposit of \$200.00 is required for each function using one social hall.
A security deposit of \$340.00 is required for each function using two social halls.

NON-MEMBER

A security deposit of \$400.00 is required for each function using one social hall.
A security deposit of \$680.00 is required for each function using two social halls.

Above fees are subject to change at any time.

To inquire about hosting your event at B'nai Tikvah, please contact:

Executive Director
Congregation B'nai Tikvah
1558 Wilmot Road
Deerfield, IL 60015
847-945-0470
info@bnaitikvah.net

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



CONGREGATION
B'NAI TIKVAH

1558 WILMOT ROAD
DEERFIELD, IL 60015

847/945-0470
FAX 847/945-0706
info@bnaitikvah.net
www.bnaitikvah.net

January 2014

Dear Friends:

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

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, currently \$880.00 plus \$7.70 per person for each of your guests. (Prices are subject to change.)

A Kiddush Luncheon 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, paper table cloths, and lace tablecloths for Kiddush tables
- Substitutions or extra Kiddush menu items are listed on the next page

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 has 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.
- **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.
- **Linens:** Fancy table linens can be rented for an additional charge. Samples are available in the Synagogue office. The Synagogue will order them for you and you will be charged the actual cost charged by the vendor.
- **Hiring a different vendor:** If you would like to order any basic Kiddush item from a synagogue 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

Please remember that payment of the basic Kiddush fee and all regular dues and fees are to be paid in full at least four weeks prior to your child's Bar/Bat Mitzvah, unless special financial arrangements are made. You will be contacted four weeks before your *simcha* to arrange final details.

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*.**

BAR/BAT MITZVAH PARTY / SHABBAT DINNER

If you are planning a Bar/Bat Mitzvah party or Shabbat dinner, I want to encourage you to host them at B'nai Tikvah. Our entire staff will make your event very special and unforgettable. We can provide you with all dishes, silverware, table linens, different alternative menus from approved caterers, and more. See the enclosed brochure and reservation form and check us out. You will see how affordable and convenient we are.

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 about the Kiddush, menu options, room rental, or fees, please call the Synagogue office, 847-945-0470. We always welcome hearing from you.

Also, for your convenience, please note that we have wireless internet access in the lobby and library area. Please take advantage of this while waiting for your child during tutoring.

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

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

Dairy

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

Meat

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

Parve/Dairy or Meat

Bourikas
Couscous
Green salads (James salad)
Hummus w/veggies
Israeli salad
Kugel
Mediterranean pasta salad
Pasta salad
Roll-ups
Spinach soufflé
Smoked salmon
Tabuleh

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

For further menu requests and prices, please contact the Synagogue, 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 Synagogue.

Kosher Catering

Aviv Catering

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

Chicago TailGators

3760 W. Dempster Street
Skokie, IL 60076
847-343-9170
CRC – Glatt certified
Steven Greenberg
www.chicagotailgators.com

Danziger Kosher Catering

3910 W. Devon
Lincolnwood, IL 60712
847-982-1818
847-982-1178 fax
CRC Certification
www.danzingerkosher.com

EJ's Pizzeria

9149 Gross Point Rd.
Skokie, IL 60077
224-534-7215
Glatt, CRC, Dairy / Vegetarian

Emma's Bagel & Café

(formerly Bagel Country)
9306 Skokie Blvd.
Skokie, IL 60077
847-673-3030
Lauren Brown
CRC Certification / Dairy

Garden Fresh

Kosher Korner (drop off)
275 Skokie Blvd
Northbrook, IL 60062
847-272-0300 / 847-520-1200
CRC Certification

Goldman-Segal Kosher Catering

3411 W. Church
Evanston, IL 60203
847-675-4060
847-677-9488 fax
Kof-K Certification

Great Chicago Catering

3149 W. Devon
Chicago, IL 60659
847-212-2510
CRC Certification

Hungarian Kosher Foods

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

Kens Diner (meat)

Malibu Pizza (dairy)
3353 Dempster
Skokie, IL 60076
CRC Certification
www.kensdiner.com

Kirshner's Cuisine

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

Kosher Gourmet (meat)

3552 W. Dempster
Skokie, IL 60076
847-679-0432 (Skokie)
847-679-0431 fax
CRC Certification
Eileen Jacobs

Mizrahi Grill

215 Skokie Valley Road
Highland Park, IL 60035
847-831-1400
CRC Certification / Meat
Eli Mizrahi

Pa'Nosh Catering

364 Lexington Dr
Buffalo Grove, IL 60089
847-947-2100
Glenn Simon

Shaevitz Uptown BBQ

710 Central
Highland Park, IL 60035
847-432-7310
Rabbi Sander Mussman Supervision

The Sandwich Club

4507 W. Oakton
Skokie, IL 60076
877-677-6020
CRC Certified
Lauren Brown
www.thesandwichclub.net

Shallots Bistro

7016 Carpenter Rd.
Skokie, IL 60096
847-677-3463
CRC Certification
www.shallotsbistro.com

Spertus Kosher Catering

610 S. Michigan
Chicago, IL 60605
CRC Certification

Slice of Life (Glatt – Dairy)

(Drop off only)
Hy Life Bistro - Meat
(Drop off only)
4120 Dempster
Skokie, IL 60076
847-674-2021
CRC Certification

Srulies

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

Ta'boun Grill

8808 Gross Point Rd.
Skokie, IL 60076
847-965-1818
CRC Certified
Anat Trace
www.taboungrill.com

Tien Li Chow (drop off)

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

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 Synagogue.

Bakeries

Bull Dog Bakery GLUTEN FREE

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

Emma's Bagel Café

9306 Skokie Blvd.
Skokie, IL
847-849-6239
CRC certified
Lauren Brown

Breadsmith

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

Magnolia Bakery

108 N. State at Block 37
Chicago, IL
312-346-7777
Dairy
Kosher Certification
www.magnoliabakery.com

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

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

Z-Best Bakery

1731 W. Howard
Evanston, IL 60202
847-563-8501
CRC certified – parve

Restaurants

Great Chicago Food & Beverage Company

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

Hamachi Sushi Bar

2801 W. Howard
Chicago, IL 60657
773-293-6904
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

Shaevitz Uptown BBQ

710 Central
Highland Park, IL 60035
847-432-7310
Rabbi Sander Mussman Supervision

Shallots Bistro

7016 Carpenter Rd.
Skokie, IL 60096
847-677-3463
CRC Certification
www.shallotsbistro.com

Ta'boun Grill

8808 Gross Point Rd.
Skokie, IL 60076
847-965-1818
CRC Certified
Anat Trace
www.taboung grill.com

Miscellaneous

Illinois Nut

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

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 Ph: _____ Work Ph: _____ Cell Ph: _____ Email: _____

☐ Shabbat Dinner ☐ Party ☐ Wedding ☐ Other _____

Name of Honoree: _____

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

Deposit required to reserve space: 1 Hall/\$200 (80' x 40') _____ 2 Halls/\$340 (80' x 80') _____

Caterer (from list of B.T. approved caterers): _____

☐ Meat ☐ Dairy ☐ Buffet ☐ Plated ☐ Family Style

☐ Drop off ☐ Caterer Using B'nai Tikvah Kitchen

Estimated No. of Guests: Adults _____ Children _____

Space Requested

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

☐ 1 Social Hall ☐ 2 Social Halls ☐ Lobby ☐ Other (arranged with the Executive Director)

Linen Company: _____ Phone #: _____

Server Company: _____ Phone #: _____

Party Planner Name: _____ Phone #: _____

Entertainment (Not on Shabbat):

DJ and/or Group Name: _____ Phone #: _____

Layout: Please submit floor plan one week prior to event	Security for Bar/Bat Mitzvah Party: One person for every 20 kids
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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.

ALL ITEMS/FOOD must be delivered by 2 p.m., FRI., or after Shabbat ends on SAT. for SAT. night parties.

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 Executive Director, 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 Executive Director 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 Executive Director. Number of personnel to be hired will be at the discretion of the Executive Director.
- 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 Executive Director.

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 Executive Director; clear time for set up, drop-offs, etc. Clearly present in writing requirements for event, including diagram of room(s) layout. Executive Director 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 Executive Director 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 branch 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 Executive Director 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 Executive Director.
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 *hekshe*r. 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 Executive Director)
 - 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.