Congregation Beth El Keser Israel
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(203) 389-2108 * Fax (203) 389-5899

BEKI B'nai Mitzvah Kiddush Committee ("BMKC") Contract

Today's Date: _____
Name of BEKI Member:_____
Name of Bat/Bar Mitzvah Child: _____
Address: _____
Phone (home and cell): _____
Email: _____
Date of Bar/Bat Mitzvah: _____
Member current on BEKI membership dues/obligations? ____ Yes _____ No
**Member must be current on BEKI obligations at least 3 months prior to event in order to use BMKC.

Approximate Expected Number of Guests: _____

I would like to have:
_____ Small Kiddush (under 250 people) Cost: $1600
_____ Large Kiddush (250- max 300 people) Cost: $1900
(Large Kiddush must have food supplement from member or caterer)

50% of Fee: _____ Paid on: _____ (due no later than 4 months prior to event)
Balance: _____ Paid on: _____ (due no later than 2 months prior to event)

**Detailed Checklist of Required Steps for Planning Event Attached to End of This Contract.

TERMS OF CONTRACT
PLEASE READ CAREFULLY

I hereby agree to the following terms as listed below:

1. Food Service available for Shabbat Kiddush only and at no other times.

2. A dairy Kiddush lunch will be provided for 250 people (150 regular BEKI attendees and 100 guests) at a cost of $1600 which is $6.40 per person. ("Small Kiddush")

3. If you will have more than 250 people but less than 300 people, then you will be charged $1900 AND be required to provide additional food (an additional entrée or two additional salads in quantities to serve 250-300 people) from an approved vendor (see page 2) and pay any associated additional costs. <u>You will be required to show the BMKC Coordinator your catering contract 60 days prior to your event.</u>

4. If you anticipate more than 300 people at your event the BMKC will not be available to prepare food for you.

5. No later than 4 months prior to the date of the event (a) this contract must be signed and (b) payment of 50% of the fee is due.

6. No later than 3 months prior to the event, the menu MUST be finalized with the BMKC.

7. A final count of guests MUST be given to the B'nai Mitzvah Kiddush committee no later than 21 days before the event.

8. Failure to meet any of the above deadlines will result in cancellation of this contract.

The Kiddush lunch will include the following:
(note: menu selections must be made 3 months prior to event)

1. Challah for motze
2. Bagels
3. Cream cheese
4. Choice of one of the following spreads/dips:
    - Spinach
    - Hummus
    - Babaganoush
    - Bruschetta
    - Red pepper yogurt
5. Sliced tomato, onion and cucumber
6. Choice of green salad:
    - Garden salad
    - Caesar
    - Spinach salad
7. Choice of two salads (bean/grain):
    - Black Bean
    - Curried Red Lentil

- Corn and Black Bean
- Tuscan Bean and Barley
- Spicy noodle
- Edamame & corn
- Carrot raisin
- Cucumber dill
- Coleslaw
- Tabouli
- Couscous w Chickpeas & Vegetables
- Wild rice with orange vinagrette

8. Choice of 2 vegetarian hot main dishes:
    - Chocolate French toast casserole
    - Yerushalmi kugel
    - Sweet noodle kugel
    - Baked ziti
    - Vegetable bake
    - Blintz soufflé
    - Onion-mushroom bake
    - Veggie lasagna (due to the price of certified kosher hard cheeses there is a $150 additional cost for this item)
    - Macaroni and cheese (due to the price of certified kosher hard cheeses there is a $150 additional cost for this item)
9. Comes standard:
    - fruit (salad OR plate)
    - chips (pita, corn or potato)
    - assorted store bought cookies and bars
    - soda/juice/water
    - tea/coffee service

10. Extras **not** included in the $1600/$1900 price, but that the family will pay for at cost, and the BMKC will shop for and plate if necessary:
    - Lox
    - Tuna salad
    - Egg salad
    - Ice cream and toppings
    - Cake from Stop and Shop

Supplemental Food

1. If you will have a Large Kiddush, i.e. between 250 and 300 guests (including 150 from BEKI), you will be required to bring in additional food OR if you have under 250 guests you may choose to bring in additional food from approved vendors (see below).

2. Supplemental food brought to BEKI must be in a sealed package with kashrut supervision seal intact.

3. If this supplemental food will need to be plated by the BMKC it needs to be at BEKI no later than 5 p.m. on the Thursday prior to your event. Be sure to check with the BEKI office regarding appropriate delivery times. Please note that this food will be checked by the BMKC for kashrut before it is plated.

4. If the food will not need to be plated, it must be delivered to BEKI no later than noon on Friday AND you must make arrangements with the BEKI office regarding delivery time so that the food can be checked for kashrut when it arrives.

5. Any special instructions regarding this food (e.g., needs to be heated) MUST be communicated to the BMKC Coordinator at least 1 week prior to your event.

6. Each family is only allowed to have food delivery from ONLY ONE outside vendor.

7. The rabbi is the final authority on all kashrut questions and may impose additional conditions as needed.

List of Approved Vendors

The following is the list of vendors that are approved to provide food for a BEKI event:

ACI/Abel's (prepared on pareve or dairy equipment only)
Westville Kosher (prepared on parve or dairy equipment only)
Margery Gussak Catering (prepared on pareve or dairy equipment only)
Steve Herman (prepared on pareve or dairy equipment only)
Claire's Corner Copia
Edge of the Woods
Crown Kosher Market
Bagelman (ONLY specific bagels that are packaged)

Paper Goods

Typical paper goods (white plates, white napkins and black plastic ware) are provided by the B'nai Mitzvah Kiddush committee. You may provide other paper goods if you wish.

Day of Event Coordinator

BMKC has a Day of the Event Coordinator who will be at BEKI on the day of your event. This person will make sure that the food is set up and ready for the Kiddush. They will work with your servers (see below) to make sure that the food, paper goods, and flatware are replenished and help clean up both during and after the event.

Servers

1. For a Small Kiddush, you are required to hire at least 4 servers (not including bartender/drink refresher) to be at BEKI from 9 to 2 (5 hours) on the day of your event.

2. 5 servers are required for a Large Kiddush.

3. The servers will work under the supervision of the Day of Event Coordinator and will set up food, replenish food, serve the hot food to your guests and clean up after the event.

4. As of January 2011, estimated costs for servers is $25 per hour, per server. Therefore, 4 servers for 5 hours will cost approximately $500 and 5 servers for 5 hours will cost approximately $625. Servers can only be hired from companies that are licensed and insured. One local company that BEKI is aware of that can provide servers is:

Chief of Staff:
Contact Information:
1-860-244-9500
coschiefofstaff@gmail.com
bhafford21@hotmail.com

5. You must provide the BMKC Coordinator with a copy of your contract for the servers no later than 2 months prior to your event.

Table Cloths

1. You are responsible for renting table linens either through the BEKI Sisterhood or another source (e.g., D&D linens or Taylor Rentals) or you can purchase paper table cloths.

2. If you choose to use linen tablecloths, you are responsible for: 1) getting the tablecloths to BEKI; 2) putting the tablecloths on the tables prior to your event; and 3) returning them to your vendor after the event.

3. You will need to rent or buy one tablecloth for each 5 foot diameter round table (seats 10) you want to have at your event.

4. In addition, you will need to rent or buy tablecloths for the serving tables including: ten tablecloths for 5 foot diameter round tables and eight tablecloths for 8 foot rectangular tables.

5. You must give a copy of your contract to rent linens to the BMKC Coordinator no later than 2 months prior to your event.

Calendar Considerations

The BMKC will be not available to provide food for Bar/Bat Mitzvahs during the following times:

- Pesach,
- The two Shabbats before and one Shabbat after Pesach,
- The fall holidays beginning the Shabbat before Rosh Hashana and extending through the Shabbat after Simchat Torah.

BMKC Tzedaka Fund

The purpose for creating the BMKC is to allow all member families, regardless of income, to celebrate a child's becoming a Bar or Bat Mitzvah on Shabbat with the BEKI community at the synagogue. With that in mind, we have also established a BMKC Tzedaka Fund to help those families who cannot afford to use the BMKC and encourage families utilizing the BMKC to make a contribution to this fund. To access this fund please contact the BEKI office who will direct you to the Abatement Committee, who will assist you with this request.

By signing below I agree that to the terms of this contract including, but not limited to, fee payment and my own responsibilities including, but not limited to, securing servers, obtaining tablecloths, timely completion of menu planning and providing a final count of guests. I also understand that the BMKC is a team of volunteers and is not a professional caterer and agree to the use of this service with this in mind.

_____ Date: _____

Signature of Responsible Party

BMKC Checklist

At least 4 months prior to event

- ☐ Sign BMKC Contract
- ☐ Submit 50% of fee (with contract) to BEKI office
- ☐ Estimate number Guests
- ☐ Provide Guest number estimate to BMKC Coordinator
- ☐ Choose Small or Large Kiddush

At least 3 months prior to event

- ☐ Finalize menu choices with BMKC Coordinator
- ☐ Contact approved caterer/vendor for supplemental food (if needed)
- ☐ Hire Servers

At least 2 months prior to event

- ☐ Submit final BMKC payment (balance) to BEKI office
- ☐ Finalize supplemental food purchase
- ☐ Copy of supplemental food/catering contract to BMKC Coordinator
- ☐ Copy of server/waitstaff contract to BMKC Coordinator
- ☐ Rent table linens (or buy paper tablecloths)
- ☐ Copy of table linen contract to BMKC Coordinator

At least 21 days prior to event

- ☐ Provide final guest number to BMKC Coordinator
- ☐ Arrange/confirm supplemental food delivery with BEKI office

- [ ] Arrange/confirm table linen delivery or pickup (or purchase if desired)
- [ ] Confirm server arrival time

At least 1 week prior to event

- [ ] Provide supplemental food instructions to BMKC Coordinator
- [ ] Purchase supplemental paper goods (optional)
- [ ] Plan decorations (optional)

Week of the event

- [ ] Place tablecloths on tables (arrange time with office)
- [ ] Set up decorations (optional)