

## BEKI B'nai Mitzvah Kiddush Cooperative Contract

### Families having a B'nai Mitzvah Kiddush on Shabbat have 3 options:

1. Hire a caterer
1. Have B'nai Mitzvah Kiddush Cooperative (as defined below) prepare a dairy Kiddush lunch for up to 250 people
2. Have B'nai Mitzvah Kiddush Cooperative prepare a dairy Kiddush lunch and supplement with additional food from approved establishment or caterer for up to 300 people

### Purpose of the B'nai Mitzvah Kiddush Cooperative

The BEKI B'nai Mitzvah Kiddush Cooperative (BMKC) was formed in 2011 with the goal of enabling all families, regardless of their financial circumstances, to be able to celebrate a Shabbat bar or bat mitzvah at BEKI. The BMKC is a Cooperative of volunteers, many who have children about to celebrate a bar or bat mitzvah at BEKI. The BMKC is **not** a catering business and does not generate any income for the synagogue. Instead, the modest cost to use the Cooperative is possible because all of the labor is volunteer.

### Policies for B'nai Mitzvah Kiddush Cooperative

This Cooperative will be available to provide food preparation for B'nai Mitzvah celebrations taking place during Shabbat morning services. The BMKC will not be available to provide food for B'nai Mitzvah celebrations taking place at times other than Shabbat morning. **A dairy Kiddush lunch will be provided for 250 people** (150 regular BEKI attendees plus 100 guests) at a cost of \$1600, which is \$6.40 per person.

The BMKC will also be available to prep for events up to 300 people (150 regular BEKI attendees plus 150 guests); however, when more than 250 people are anticipated, the price will increase to \$1900 **AND** you will 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. *You will be required to show the BMKC Coordinator your vendor contract 60 days prior to your event.*

***If you anticipate more than 300 total people at your event (150 BEKI regulars and more than 150 invited guests) the BMKC will NOT be available to prepare food for you.***

**If you choose to use the BMKC option, you must sign a contract (including payment of 50% of the fee) 4 months prior to your event.** The menu **MUST** be finalized with the BMKC 3 months prior to your event. A final count of guests **MUST** be given to the B'nai Mitzvah Kiddush Cooperative 21 days before the event. Final and full payment for the BMKC is due 60 days prior to your event. **Failure to meet any of these deadlines will be considered a breach of the contract and result in cancellation of any plans for the BMKC to be involved in the event; if a deposit has been paid, forfeiture of all or a portion of said deposit may result, at the sole discretion of the BEKI Executive Board.**

### Reserving the BMKC

Any family who wishes to use the BMKC must reserve the date with the BEKI office at least 6 months in advance. Failure to do so may mean that the Cooperative will not be able to prepare the food for your event. It is expected that families will begin their 2 year volunteer commitment (see below) to the Cooperative at the time that they reserve their date.

### Payment

Payment for use of the B'nai Mitzvah Kiddush Cooperative is due in full to the office 60 days prior to the event.

## **Calendar Considerations**

The B'nai Mitzvah Kiddush Cooperative will **not** be available to provide food for Bar/Bat Mitzvahs during Pesach (including the two Shabbats before and one Shabbat after Pesach). In addition, we will not be available to provide food for a Shabbat Bar or Bat Mitzvah during the fall chagim beginning the Shabbat before Rosh Hashana and extending through the Shabbat after Simchat Torah. In addition, given that the BMKC members are volunteers, there is a limit to the number of simchas we can prep for within a short time frame. In addition, there are some times during the year (e.g., secular holidays, school vacation weeks) when we will not be able to prep as we may not have enough volunteers to be able to complete the work. With that in mind, if you are choosing to use the BMKC it is strongly recommended that you contact the BEKI office and the BMKC coordinator prior to finalizing the date of your event to confirm that the Cooperative is available to work with you.

## **Joining the BMKC**

It is expected that all families who utilize the BMKC will contribute 2 years of sweat equity for each simcha, with few exceptions. Participation usually means prepping for events. If you would like to use the BMKC and there are extenuating circumstances that make it impossible for your family to become part of the Cooperative, please contact the BMKC coordinator.

## **BMKC Tzedaka Fund**

The goal of establishing the BMKC is that any family no matter what their financial situation can celebrate a Shabbat Bar or Bat Mitzvah at BEKI. With that in mind we have established a BMKC Tzedaka Fund to help those families who cannot afford the monies required to use the BMKC and **encourage those families utilizing the BMKC who are able to make a contribution to this fund.** To access this fund please contact Peggy Hackett, the BEKI office manager, who will direct you to the Abatement Cooperative, which will assist you with this request.

## **Day of Event Coordinator**

BMKC has a Day of the Event Coordinator who will be at BEKI on the day of your Simcha. 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 is replenished and to clean up both during and after the event.

## **Servers**

For an event of up to 250 people, you are required to hire at least 4 servers (this does not include bar tenders) to be at BEKI from 9 to 3 (6 hours) on the day of your event. For an event between 250 and 300 people, you are required to hire at least 5 servers. 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. As of April 2012 estimated costs for servers is \$23 per hour, per server. Therefore, 4 servers for 6 hours will cost approximately \$600 and 5 servers for 6 hours will cost approximately \$750. Chief of Staff provides servers for BEKI at a discounted rate and one of the BMKC coordinators will contact Chief of Staff to arrange servers for your event. You will be given an estimate for the cost of your servers 3 months prior to your event. **Full payment for the servers is due to the BEKI office at least 1 month prior to your event.**

## **Table Cloths**

You are responsible for renting table linens either through the BEKI sisterhood or another source or you can purchase paper table cloths. If you choose to use linen table cloths, you are responsible for: 1) getting the tablecloths to BEKI; 2) putting the tablecloths on the tables by the Thursday prior to your event; and, 3) returning them to your vendor after the event.

You will need to rent or buy one tablecloth for a 5 foot round table for every 10 seats you want to have at your event (90 X 90 square table cloths work well). **In addition, you will need to rent or buy tablecloths for the serving tables including: fourteen tablecloths for 5 foot round tables, five tablecloths for 6 foot rectangular tables, and 20 cloth napkins for basket liners.** The BMKC has made arrangements with D&D linens for a reduced rate, if you choose to use D&D, please let your BMKC coordinator know and they will provide you with a spreadsheet to assist you in putting in your order to D&D. **Table cloths must be placed on the tables by 4:00 pm on the Thursday prior to your event so that the BMKC can set up the room.**

### **Paper Goods**

Typical paper goods (white plates, white napkins, black plastic ware, hot and cold cups) are provided by the B'nai Mitzvah Kiddush cooperative. Any special request paper goods **MUST** be provided by your family.

### **Table Decorations and Flowers**

Any table decorations or flowers are the responsibility of the family, the BMKC is not able to offer any assistance with decorations.

### **The Kiddush lunch will include the following:**

1. Challah for motzei
2. Bagels
3. Cream cheese
4. One of the following spreads/dips:
  - Spinach
  - Hummus
  - Babaganoush
  - Guacamole
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 (red cabbage or green)
  - Tabouli
  - Chick pea

8. Choice of 2 vegetarian hot main dishes:
  - Chocolate French toast casserole
  - Sweet noodle kugel
  - Baked ziti
  - Vegetable bake
  - Blintz soufflé
  - Onion-mushroom bake
  - Veggie Lasagna (\$150 extra due to the price of Kosher hard cheeses)
  - Mac & Cheese (\$150 extra due to the price of Kosher hard cheeses)
  
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 set rate that the B'nai Mitzvah Cooperative will assist with (buy and plate if necessary) but that the family will pay for **at cost**. Payment for these items is due to the BEKI office 30 days prior to your event. The product will not be purchased without the payment:
  - Lox (21 pounds of lox are needed for a 250 person event at a cost of ~\$10 per pound)

### **Supplemental Food**

If you will have between 250 and 300 guests (including 150 from BEKI) you will be required to bring in additional hot food from an outside vendor in the amount of at least 4 full size steam table trays OR if you have under 250 guests you can choose to bring in additional food from approved vendors (see below). If this 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 to insure that it meets the BEKI kashrut standards before it is plated. If **the food will not need to be plated it needs to be at BEKI prior to Shabbat. 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 to insure it meets the BEKI kashrut standards when it arrives. 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.

**Please note: Each family is only allowed to have food delivery from ONE outside vendor.**

### **List of Approved Vendors**

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

ACI/Abel's

Westville Kosher (need to specify that food be prepared on parve or dairy equipment)

Margery Gussak Catering

Steve Herman

Bagelman (ONLY specific bagels that are packaged)

Claire's Corner Copia

Edge of the Woods

Crown Supermarket

**By signing below I agree that to the specifications outlined in this contract including but not limited to payment in full of fee for use of the BMKC and the responsibilities that I will have including, but not limited to, paying for servers, obtaining tablecloths, timely completion of menu planning and provision of a final count of my guests. I also acknowledge my understanding 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.**

\_\_\_\_\_  
Signature of Responsible Party

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

Date of your event: \_\_\_\_\_