

Date: _____

Form for Facilities Use for B'nei Mitzvah

*This form must be returned to Sherri no later than four weeks prior to the event.
All Kehillah dues and fees must be paid in full 2 months prior to B'nei Mitzvah.

Name of B'nei Mitzvah Student: _____ Date of event: _____

Name of Parent(s): _____

Phone numbers: Home _____ Cell _____

Email(s): _____

Service(s) time(s):

- Friday night Saturday morning

Service(s) location(s):

- Friday night: Sanctuary Chapel N/A
Saturday morning: Sanctuary Chapel Babysitting ____# of children

Number of guests expected for Friday night: _____ Saturday morning: _____

Oneg/Kiddush location(s):

- Friday: Sanctuary wing Chapel* Education wing N/A
Saturday: Sanctuary wing Chapel* Education wing N/A

*Must have less than 50 people for the Chapel to be used for the oneg/kiddush.

Kiddush on Shabbat Morning:

- Kehillah provides 3 challahs, wine & juice for \$36
 Family to provide these items
 Kehillah to supply Kiddush cup & challah cover
 Family to supply Kiddush cup & challah cover
 Family/Caterer to supply tablecloths
 Family wishes to use Kehillah tablecloths. (You are responsible for putting them on the tables before Saturday. You will need to launder them and return by the following Wednesday)

Candy Toss: (If you want candy, you must use what the Kehillah supplies)

- No candy toss
 Kehillah to supply candy. 72 pieces for \$18.

Florist delivery needs: _____

Catering info on back

Caterer Information:

Name of caterer: _____

Phone: _____

Times that caterer will need access to the building: _____

Number of servers (must have at least one): _____