

Date: _____

Form for Facilities Use for B'nei Mitzvah

*This form must be returned to the Education Director 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.**

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

Parent(s): _____

Phone numbers: Home _____ Cell _____

Email(s): _____

Service(s) time(s):

- Thursday morning Saturday morning

Service(s) location(s):

- Sanctuary Chapel

Number of guests expected: _____

Oneg/Kiddush location(s):

- Sanctuary wing Chapel* *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

Family to provide items below:

- Family to supply kiddush cup & challah cover Kehillah to supply kiddush cup & challah cover
 Family/Caterer to supply tablecloths
 If the Family wishes to use Kehillah tablecloths, *they are responsible for putting them on the tables before Saturday. They will need to launder them and return them 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 Family to supply candy.

Caterer Information

Name of caterer: _____

Phone/Contact Person: _____

When will caterer set up tables and serving stations? _____

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

