



GENERAL POLICY REGARDING BAR/BAT MITZVAHS AT BEIT TIKVAH

1. Membership in good standing at Beit Tikvah for at least two years preceding Bar/Bat Mitzvah celebration is required. Allowance will be made for new arrivals to the city.
2. All religious requirements for Bar or Bat Mitzvah preparation should be discussed with the Rabbi.
3. The Bar/Bat Mitzvah and their families are expected to regularly attend Shabbat services for a minimum of one (1) year prior to the simcha.
4. When the simcha takes place on a Shabbat or Yom Tov, the Bar/Bat Mitzvah and family are encouraged to walk to and from the synagogue on that day, as well as to observe the other laws concerning that day. The Bar Mitzvah who desires to be a *Ba'al Tefillah* and *Ba'al Koreh* that day must abide by this rule.
5. Boys begin putting on T'fillin (which he should own) one month prior to his Bar Mitzvah.
6. Boys should have their first Aliyah at the Torah reading following their 13th birthday according to the Hebrew calendar. This should be arranged with the Gabbai or Rabbi.
7. The Rabbi will review the Bar Mitzvah candidate's readiness for reading the Torah, Haftarah and/or otherwise conducting Shabbat services and will determine the portion of the service to be conducted by the candidate based on this readiness. Should a candidate not be able to meet the above criteria the Aliyah to the Torah may be scheduled for an occasion other than Shabbat or Yom Tov.
8. All cases involving extenuating circumstances should be brought to the attention of the Rabbi.
9. Please contact the Gabbai at least one week prior to the simcha with regard to honours during the service you would like to be given to your family/guests. Please include the full Hebrew name of the men to have honours and whether they are a Cohen or Levi.
10. The Rabbi must be consulted in regard to family members or guests who may wish to lead services. The Rabbi has final approval.
11. The Rabbi must approve all catering and food arrangements in advance of the simcha. Please ensure that your caterer sends the final menu to the shul no later than Monday the week of the simcha.
12. Provide synagogue office with your arrangements for Kiddush and announcements regarding family guests.
13. Families should be aware of the proper dress code for synagogue services and notify their guests accordingly.
14. Invited guests should be made aware that absolutely no cell phones or electronic devices are permitted on shul property on Shabbat.

Bar Mitzvah tutors:

Cantor Yair Subar 613-422-5483
Rabbi David Rotenberg 613-274-3747



POLICY REGARDING CHARITABLE TAX RECEIPTS

1. A charitable tax receipt will be issued when the ENTIRE congregation has been invited to Kiddush following regular prayer services (Shacharit, Mincha, or Ma'ariv). The congregational Kiddush must include all the adults and children present at services as well as invited guests. A separate hall rental fee will not be charged for this type of Kiddush.
2. A charitable tax receipt cannot be issued for sundry expenses including benchers, decorations, kippahs, fresh flower arrangements, etc. A charitable tax receipt can be issued for silk flower arrangements that will be used permanently in the synagogue.
3. A charitable tax receipt cannot be issued for any portion to which the congregation is excluded. Therefore, if there is a separate party for invited guests only, then the receipt cannot include this party. However, if there is a separate Congregational Kiddush provided, a charitable tax receipt can be issued for that portion alone.
4. In the case of a sponsored Seudah Shlishit prior to a Mincha-Ma'ariv Bar/Bat Mitzvah, a tax receipt will be provided only when the congregation is invited in advance of the simcha (i.e. the announcement is made in the weekly flyer in advance of the simcha)
5. **1 week prior to the function:** If a tax receipt is to be issued for a "Congregational Kiddush"
 - a. **The caterer must bill the shul**, at least 7 business days prior to the function, for the total cost (including all taxes) of the function to which the entire congregation is invited.
 - b. **The hosts/congregant must make payment arrangements with the shul office** in the amount of the caterer's total bill PLUS a surcharge of 10% to cover cleaning, administration and sundry costs to the shul.
 - c. **A tax receipt can only be issued if the payment is done in this manner. A receipt cannot be issued if the payment is made directly to the caterer.**



HALL RENTAL CHARGES AND CONDITIONS

Facility	Members		Non-Members	
	Main use for a function	Second use for a function	Main use for a function	Second use for a function
<u>Please note:</u> This schedule is subject to change.				
<u>Social Hall:</u> - whole hall - half hall (includes use set-up, youth lounge, microphone, podium, etc.)	\$750 \$400	\$250 \$125	\$1000 \$700	\$250 \$175
<u>Sanctuary:</u> - if social hall is not part of same use, then add (includes set up/tear down, etc.)	\$200	N/A	\$300	N/A

Please Note:

1. Examples of “Main use” and “Second use”:
 - a. For a Bar Mitzvah, “Main use” may be Saturday evening party or private luncheon, and “Second use” may be Friday night family dinner.
 - b. For a wedding, “Main use” may be ceremony and dinner, and “Second use” may be brunch the following morning.
2. This schedule does not include charges associated with kitchen use (food preparation, use of dishes, etc.), rental of additional tables, chairs, linens, and other equipment.
3. This schedule does not apply to congregational meals for Kiddush on Shabbat or Festivals
4. First-year member pays non-member’s rates, with difference applied to second-year membership fees.
5. Beit Tikvah will ensure that a staff person is on site during all simchas, preferably the custodian.
6. It is the responsibility of the renter to provide adequate cleaning and serving staff for the duration of a simcha which will be arranged through the caterer.
7. Leftovers from an event on Shabbat or Yom Tov cannot be removed from the building until after Shabbat or Yom Tov ends.



APPLICATION, HALL RENTAL AND GENERAL INFORMATION FOR BAR/BAT MITZVAH
PLEASE REMIT TO SYNAGOGUE OFFICE

1. Family Name: _____ Phone # Home: _____ Bus: _____
Address: _____ Email: _____
2. Date booked for Bar/Bat Mitzvah: _____ Parashat Hashavua: _____
3. English Date of Birth: _____ Hebrew Date of Birth (day or eve): _____
4. Name of Bar/Bat Mitzvah: English: _____ Hebrew: _____
5. Father's Hebrew Name: _____ ___ Cohen ___ Levi ___ Israel
6. Mother's Hebrew Name: _____
7. List of formal Jewish Education:

<u>School:</u>	<u>Date:</u>	<u>Highest Level Completed:</u>
_____	_____	_____
_____	_____	_____

General Questions and Checklist:

1. **Kiddush Type:** (Please circle the one that applies)
 - a. Congregational Kiddush = Provision of food for the entire congregation / not restricted to invited guests
PLEASE NOTE: Approximately 125-150 people usually attend services on Shabbat morning.
Therefore, how many guests do you expect? # _____ (for set-up purposes)
A tax receipt will be issued for this type of Kiddush.
 - b. Private Kiddush / Luncheon = Provision of food for invited guests only
Therefore, how many invited guests? # _____ (for set-up purposes)
A tax receipt cannot be issued for this type of Kiddush.
 - c. Congregation Kiddush AND a Private Kiddush = Two separate rooms will be used --- one for the congregation and one for invited guests only.
Therefore, how many guests to you expect for your private function: _____ (for set-up purposes)
A tax receipt can ONLY be issued for the congregational portion of this type of Kiddush.
2. Related functions: Day _____ Night _____ preceding (i.e. Shabbat Dinner)
Day _____ Night _____ following (i.e. Sunday brunch)
3. Name of Caterer: _____ (**PLEASE NOTE:** Caterers **must be** under the supervision of the Ottawa Va'ad Hakashrut or a recognized Hashgacha approved by Rabbi Finkelstein.)
4. Buffet style? _____ Full service? _____ Meat _____ Pareve _____ Dairy _____ Hot? _____ Cold? _____
5. Paper plates? _____ Dishes? _____ (If dishes are used, has a dishwasher been arranged by your caterer?)
6. Will any food be prepared in the synagogue kitchen? YES _____ NO _____
7. Has your caterer arranged for a Mashgiach to be present? YES _____ NO _____
8. Will you be renting linens through your caterer? ___ **OR** Will you be using the synagogues tablecloths? ___
(If using the synagogue's linens, please arrange to have them laundered and returned before the next Shabbat.)
9. A floor plan must be submitted to the shul office no later than the Tuesday before the simcha
10. The menu must be submitted to the shul and Rabbi Finkelstein no later than the Monday before the simcha whether the event is catered or you are preparing the food yourself.
11. Out of courtesy for the office staff, please ask your caterer to deliver the food no later than 2:00 pm on Friday afternoon during the winter months and no later than 4pm in the summer months.
12. Due to Fire Marshall Regulations, the maximum number of guests permitted in the full social hall cannot exceed 250.



RENTAL CONTRACT

THIS AGREEMENT MADE THIS _____ DAY OF _____, 20____

BETWEEN: Congregation Beit Tikvah of Ottawa

AND:

Name of Renter

Address & Telephone of Renter

1. The Renter will have the use of the following facilities of Congregation Beit Tikvah of Ottawa, at 15 Chartwell Avenue on the dates indicated:

Half Social Hall _____ Whole Social Hall _____ Youth Lounge _____ Sanctuary _____

Type of Function: _____ Date/s: _____
2. A rental deposit of \$200 payable to Congregation Beit Tikvah of Ottawa is required immediately upon the signing of this agreement. The balance is required to be paid two (2) weeks prior to the rental date specified above.
3. Reservations will not be held unless the \$200.00 deposit is received within two (2) weeks following the tentative booking of the premises.
4. All food and/or liquor to be served, must be at the approval of Rabbi Howard Finkelstein, Congregation Beit Tikvah of Ottawa, in advance so that arrangements can be made to ensure that the laws of Kashrut are observed, in accordance with the practices established by the Ottawa Va'ad Hakashrut. No other food or liquor will be brought in.
5. The Renter will be responsible for any damage caused to Congregation Beit Tikvah of Ottawa's facilities and equipment by anyone, guest or non-synagogue employee for the duration of the rental period as indicated above.

Congregation Beit Tikvah of Ottawa

Signature of Renter

PER: _____
Signature on behalf of the congregation