

NVHC 2019-2020 *B'nai Mitzvah* Logistics Guide

B'nai Mitzvah are proud family occasions when your child leads our Jewish community in Shabbat worship and accepts responsibility for living a life of Jewish values. It is a step in a life-long process of learning, maturing, and doing mitzvot. It is about connecting to Torah and to the Jewish community, and being a link between previous generations and future generations.

Friday Night *Oneg*

All Friday night *onegs* are arranged through NVHC Sisterhood. NVHC Sisterhood will send you a contract in advance of your celebration. All *oneg* arrangements follow a standard procedure for set up, refreshments, and clean up. Please contact oneg@nvhcreston.org for any additional questions about Friday night *onegs*.

Sanctuary Seating

There are approximately 130 chairs set in the Sanctuary. If you anticipate that additional chairs will be needed at services to accommodate your family and guests, please contact the Temple Administrator *two weeks in advance* so that adequate seating can be arranged.

Saturday Kiddush Luncheons

Open Engagements

Many of our families choose to host a *kiddush* luncheon that is open to all members of the NVHC community in the spirit of our mission to connect to Judaism through community. To plan for an open engagement, though it is difficult to estimate the number of additional people to expect, we have found that it is usually no more than ten people. We charge a nominal, tax-deductible fee of \$118 for luncheons made open to the community. *The fee is due no later than two weeks prior to your event.* This fee helps cover custodial costs associated with setting up for your luncheon. Our fee includes set up and take down of chairs and tables. Any additional luncheon arrangements are the responsibility of you and your caterer.

Private Engagements

You may also opt to host a private luncheon. Private engagements are subject to the rates listed in NVHC's [Facility Rental Handbook](#). If you are interested in hosting a private engagement, please contact David Markovich at (703) 437-7733 ext. 105, or david@nvhcreston.org.

Other *B'nai Mitzvah* Events

Some families choose to host a Friday evening dinner and/or a Saturday evening celebration at NVHC. These *B'nai Mitzvah* events are subject to the rates found in NVHC's [Facility Rental Handbook](#) and the guidelines described below.

Set Up for Luncheons/Parties

Room Layouts

We will do our best to accommodate desired room layout preferences. *We ask you to provide us with a sketch of your room layout preference no later than two weeks prior to your event.* You can access our room layout templates at www.tinyurl.com/nvhcrooms. Please email your completed sketch to david@nvhcreston.org. If you need help with your layout, contact the Temple Administrator.

Table Linens

NVHC is happy to provide use of our black tablecloths upon your request. To offset costs associated with washing our tablecloths, we charge a fee of \$10 per tablecloth, payable with the submission of your rental fee.

Item Drop-off

Item drop-off (i.e. food items, centerpieces) should be coordinated with the Temple Administrator *at least two weeks in advance* of your event. While storage of items is not guaranteed, we will do our best to provide a safe space for your items until the time of your event. Items left behind more than 48 hours after an event will be disposed of.

NVHC Dietary Rules

As Reform Jews we are each asked individually, and as part of the greater Jewish community, to make choices concerning *kashrut*. Because synagogues symbolize Judaism and represent what is Jewish to both the Jewish and non-Jewish world, they usually maintain a stricter *kashrut* policy than many of the individual members do in the privacy of their own homes. In an effort to reflect that sense of holiness and maintain a feeling for our tradition, NVHC has developed the following policy concerning *kashrut* for food that is served in our building. We believe this policy maintains the blend of tradition and religious liberalism that we desire.

- 1. No pork, pork products, or shellfish may be served. This includes food items such as cookies that are made with animal shortening.**
- 2. We do not permit the mixing of dairy foods with meat foods during the same course of a meal. This means that you may not serve butter with meat or fowl, nor may you have milk or cream with coffee during a meat or fowl course. Non-dairy substitutes are permitted.**

Please remember that many foods are considered *parve* (neither dairy nor meat) and may be served with either food group. Foods such as fish, mayonnaise, and non-dairy margarine are included in this category. We do not insist that you serve kosher meat (i.e., meat that has been slaughtered according to Jewish law and inspected by a rabbi), nor is it necessary to use a kosher caterer.

Caterers

We are happy to provide the following list of frequently used caterers. We cannot endorse any caterer, but can tell you who has experience with our kitchen space. It is the responsibility of the caterer to clean the kitchen before departing.

Caterer	Telephone Number	Website
Celebrity Deli	(703) 573-9002	www.celebritydeliva.com
Gourmet Catering	(571) 224-4380	N/A
Pure Perfection	(703) 579-4868	www.pureperfectioncatering.com
RSVP Catering	(703) 573-8700	https://www.rsvpcatering.com/
Simply Elegant	(571) 266-5440	www.simplyelegantreston.com

Videography/Photography

Family Photos

Family photos should be coordinated with the Temple Administrator *no later than two weeks prior* to your *Bar/Bat Mitzvah* ceremony. While we will always strive to be flexible in finding a day/time that works best for you, we require that a staff member be on-site and available to assist you. We are happy to take out the Torah for your photos but ask that the Torah scroll remain closed.

Ceremony Videography/Photography

If you would like videography during your child's ceremony, we are able to offer you live streaming and/or recording of the ceremony for \$360 (*due three weeks in advance of the ceremony*). This package includes one technician on-site for the event. The technician will ensure that the webcaster and recording system is set up and capturing the entire event. The technician will use the current web casting, recording, and robotic camera system installed at NVHC. The technician will provide high quality video shoots based on the event. The web cast will use the current NVHC YouTube Channel. You will also be provided with a digital download link to your ceremony recording.

Financial Contributions Policy

Being a member of the NVHC community and celebrating the *Bar/Bat Mitzvah* of a child is very special in the lives of our members and we look forward to sharing in the joy of your upcoming event with you. NVHC's policy states, in part, that members must be current with their dues in order to participate in life-cycle events at NVHC. We recognize that each case is different and one policy cannot cover every scenario. The Temple Administrator is available to work with you.

NVHC *B'nai Mitzvah* Facilities/Services Agreement

This agreement, made on the date signed below, by and between Northern Virginia Hebrew Congregation ("NVHC") and the undersigned ("Renter") is for the use of the NVHC facilities and/or services on the date(s) and time(s) below:

Bar/Bat Mitzvah of: _____

Bar/Bat Mitzvah Weekend: _____ **Luncheon Time:** from _____ to _____

Luncheon Venue: Social Hall/Multipurpose Room

Renter agrees to pay NVHC the following fees:

<i>open engagement cost (\$118)</i>	\$
<i>private engagement cost</i>	\$
<i>table linen fee (\$10 per linen)</i>	\$
<i>videography fee (\$360)</i>	\$
Total Fee:	\$

Renter assumes full liability for any damage to NVHC property caused by Renter, Renter's agents, or Renter's guests during the event. Renter shall indemnify and hold NVHC harmless from and on account of any liability arising with respect to any individual who may be injured as a consequence of the use of the Facilities by Renter, Renter's agents, or Renter's guests. Renter acknowledges that NVHC assumes no responsibility or liability for loss or damage to Renter's personal property.

Renter	NVHC
Name (printed) _____	David Markovich, Administrator
Address _____ _____	1441 Wiehle Avenue Reston, VA 20190
Phone _____	(703) 437-7733
E-mail _____	david@nvhcreston.org
Signature _____	_____
Date Signed _____	_____