

Dear Parents,

Congratulations! It is the year of your child's Bar/Bat Mitzvah. It is now time for us to discuss housekeeping details for your child's upcoming Bar or Bat Mitzvah kiddush/celebration. This letter highlights how to access necessary forms and information on the Or Atid website, and specifies the key contact people who will help you to coordinate your kiddush/celebration.

The best starting point is to familiarize yourself with the Or Atid website, www.congregationoratid.org. This site has all the information you will need regarding space rentals and fees associated with having a Bar/Bat Mitzvah kiddush/celebration at Or Atid.

Click on the **Resources and Links** tab of our website, followed by the **B'nai Mitzvah Facility Use Info/Agreement** tab, and you will have easy access to the **Rental Agreement**, a central component of the paperwork needed. This agreement must be filled out and returned to my box (marked Linda Rosenberg) in the Or Atid office 7 – 9 months prior to your event. In order to secure your use of the designated space, payment must be received six months prior to your event.

The Rental Agreement specifies costs associated with renting space at Or Atid for your Bar/Bat Mitzvah celebration, **large or small**. Essentially, there are two separate costs specified.

(1) **Room rental**; varies depending on your event choices, daytime, evening, small or large Kiddush, etc.

(2) **Security deposit**; either \$500 or \$1000, specified toward the bottom of page one. The \$1000 cost will apply if you are using an outside caterer, and has historically been repaid to each family pending damages.

There is one more cost associated with a Bar/Bat Mitzvah celebration that is not specified in the rental agreement.

(3) **Our custodian**, Oscar Vasquez, will set up tables and chairs prior to your Kiddush. Oscar offers this service for a flat fee based on your guest count. This fee is finalized with me and then paid directly to Oscar, who has a designated box in the Or Atid office. A final plan for your Kiddush setup must be submitted to Oscar and me at least two weeks prior to your event.

You may set up yourself ahead of time with family and friends; however, furniture including tables and chairs in the lobby and social hall **cannot be moved during Shabbat**. Therefore, all furniture must be completely arranged by Friday afternoon at 1:00 PM when Linda leaves or 3:00 PM at the latest with prior arrangements having been made.

Please call me if you have any questions. I am in the Or Atid office Monday and Wednesday from 2:00 – 6:00 PM and Friday from 9:00 AM to 1:00 PM. I am happy to assist in making this a joyful and relatively stress free day!

Linda Rosenberg

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