

BHARATIYA TEMPLE HALL RENTAL AGREEMENT

For Information & Reservation, please contact: Dixal Patel at 610-291-7493 or e-mail: dixal.patel@gmail.com

NOT TRANSFERABLE

Name (Individual or Organization) _____

Address: _____

E-mail Address _____

Phone # (Home and Cell) _____

Date of Rental:	Time of Event	
Will not be confirmed until a full payment and deposit is given.	Start:	End:

PAYMENTS: (Please make checks payable to Bharatiya Temple, Inc)

Mail payment along with agreement to P.O. Box 463, Montgomeryville, PA 18936 or drop off in the temple gift shop

		TOTALS
Hall Rental	\$500 for 4 hours + \$75/ additional hour (Friday evenings, Sat, Sun, or Holidays) OR \$300 for 4hours + \$50/additional hour (Weekdays)	
Education Room Rental	\$100 for 2 hours + \$50/additional hour (Friday evenings, Sat, Sun, or Holidays) OR \$50 for 2 hours + \$25/additional hour (Weekdays)	
Kitchen Rental	\$50 for warming food. Food cooking is not permitted.	
Audio Equipment Rental	\$100	
Wedding	\$1,000 for all day – includes all of the items above	
Cleaning	\$75 (this includes sweeping and mopping only – you still must pick up trash)	
Discount	20% or Maximum \$100 for life members of BTI/BCC (one time/yr) or for nonprofit organizations, 10% or maximum \$100 for annual members of BTI/BCC (one time/yr)	()
Total Payment	Total the charges from above and write Check #	
Deposit	Write a separate Check. The deposit will not be returned if the hall is not emptied by prior to 11:01pm (Sharp) or if the hall or Kitchen is left unclean.	\$200
Total Payment	Total the charges from above and write Check #	

1) AUDITORIUM CHARGES (Capacity is 250 People):

- a) Friday evenings, Saturdays, Sundays and holidays: \$500 for the first 4 hrs plus + \$75 per each additional hour.
- b) Weekdays (excluding Friday evenings and holidays): \$300 for the first 4 hours + \$50 per each additional hour.
- c) Rental period for event is from the time hall is used to start set-up to the time cleaning is completed.
- d) Under no circumstance the event should go beyond 10pm unless prior arrangements have been made at the time of rental and noted in the agreement.
- e) This rental includes: 200 chairs, 10 round tables (seats 8 for dinner), and use of stage and green rooms only.
- f) For Saturday or Sunday Weddings, charges shall be \$1,000. This will include use of stage, auditorium, kitchen, multipurpose room and use of Audio/video system for 8 hours.

2) KITCHEN CHARGES:

- a) Use of kitchen for heating food is available at a cost of \$50. **Food cooking is not permitted.** If the temple requires the use of the kitchen at the same time of your event, we will work with your caterers for making arrangement for heating the food.
- b) Safety of equipment and personnel must be observed while working in the kitchen

3) EDUCATION / MULTI-PURPOSE ROOM CHARGES

- a) We have several multipurpose rooms that can be rented to hold meetings or small parties. The largest room can accommodate up to 20 people.
- b) Education/Multipurpose Room can be booked on Saturdays, Sundays and Holidays subject to availability: \$100 for the first 2 hours plus \$50 per hour over 2 hours.
- c) Weekdays: Monday through Friday \$50 for the first 2 hours plus \$25 per hour over 2 hours.

4) AUDIO/VIDEO EQUIPMENT RENTAL CHARGES

- a) \$100 flat fee is charged for the use of Cultural Center’s audio/video equipment including stage lights.
- b) You must have a qualified sound person responsible the equipment. You must make an arrangement to meet with our sound technician no later than two weeks prior to the event to go over the equipment and system.
- c) The person or organization renting the system shall assume all liability incase of damage.

NOTES:

1. The above rates will be discounted 20% for Non-Profit Organizations and to members of the Bharatiya Temple and Cultural Center. As a non-profit organization, a copy of the organization’s Internal Revenue Service 501(c)(3) tax-exempt certification is required at the time of application to receive the reduced rate. The discount is limited to \$100 maximum. In addition, the discount for members is limited to one event per calendar year.
2. An event less than 8 hours cannot be reserved prior to six months of the date of the event.
3. Educational Room(s) cannot be reserved beyond 90 days. Should you wish to reserve for longer period, new reservation after 90 days is required.
4. For wedding events, hall must be cleaned of event set-up by 10 a.m. of the following day.
5. Hall rental and educational room rentals are separate rentals, so if you are renting the hall, the educational rooms during the same time can be rented to others and vice-versa. Therefore, do not assume that the entire facility is available for you to use for your function.
6. Organization/Person renting must bring their own consumable supplies – Paper plates, trash bags, etc.

The applicant understands that the regular programs of the Temple proceed without interference. The applicant assures and agrees to abide by the rules and regulations of Bharatiya Temple. The undersigned guarantees to return the facility in the condition received before rental and the removal of all properties taken into the building after the event. Person or organization renting must provide proof of insurance that has included Bharatiya Temple as a place where event is being held. In the "certificate holder" block, Bharatiya Temple must be listed. The event reservation cannot be confirmed until certificate of insurance is provided. The party releases the Bharatiya Temple and Bharatiya Cultural Center from any responsibility or liability for accidents, injuries or loss of property.

Rules and Regulations for Use of Facilities

1. **NO NON-VEGETARIAN FOOD, ALCOHOL BEVERAGES, SMOKING of any kind, ILLEGAL DRUGS or Harmful WEAPONS are permitted on the premises or it's grounds, including Parking Lots.**
2. The Bharatiya Temple and Bharatiya Cultural Center board of directors may deny any application should circumstances warrant.
3. Evening events MUST be terminated by 11:00pm (the hall must have been cleaned and vacated). Party vacating the premises after 11:01pm agrees to forfeit the deposit.
4. Use of rental facility will not interfere with the corridors, fire exists, and common areas of the temple. The restrooms shall remain open for all visitors/devotees during the event / program. The organization or person(s) renting the facility will be responsible for the function such that no disturbance is caused to the Temple activities on the 2nd floor. The temple is open to all devotees during regular hours.
5. Automobiles must be parked in designated parking areas only. Parking regulations should be strictly observed, particularly the no parking signs and handicapped areas and fire lanes.
6. All equipment and material brought into the premises must be specifically mentioned on the application form and approved.
7. If rental furniture is used they must be received by the lessee and stored at a place designated by the manager. They must be removed at the end of the event/program either for storage or immediate pick-up.
8. A representative of the sponsoring organization shall assume responsibility for making appropriate announcements to all in attendance pertaining to regulations on eating and shoe policy in unauthorized areas.
9. After the function is over, any materials brought in to the facility, including decoration materials should be removed completely, and all furniture should be put back properly. All spills, spilled food, spilled water etc., should be cleaned. No unused food should be left behind. Limited cleaning material and equipment are available at the premises. Failure to follow above will forfeit the entire deposit.
10. During temple hours, the event cannot set-up tables on the 1st floor in the area where shoes rack and water fountain is located. Set-up in this area will interfere with traffic of the temple visitors.
11. ALL trash must be taken to the trash dumpster located behind the temple. No trash is to be left near the temple building or near the doors.
12. All activities must have adult supervision. Children of the attendees must NOT run freely on the temple floor during the event or play with the water fountains and elevator, etc.
13. Temple and cultural center property shall not be damaged. Special care should be taken to protect chairs, tables, kitchen, equipment, bath room fixtures, curtains and audio visual equipment. Decorations should be done as to not damage the walls or ceiling tiles while fixing them or removing them.
14. Signs, banners, or other promotional or advertising placards may not be hung, placed or otherwise displayed on any part of the property unless special permission is granted in writing at the time of application. Permission to do so does not represent an endorsement of program or philosophy by the Bharatiya Temple and or the Bharatiya Cultural Center
15. Prior notification is required if homam (havan) is required to address the issue of fire and smoke hazards.
16. The auditorium, dining hall and all other facilities shall be restored to original order by putting back tables, chairs etc., in their respective places.
17. Persons and/or organizations making use of the buildings and/or ground facilities of the Bharatiya Temple and Bharatiya Cultural Center under a property executed agreement are not afforded public liability, property damage, or any type of insurance protection under the insurance policies of the Bharatiya Temple or Bharatiya Cultural Center. Only the Bharatiya Temple and Bharatiya Cultural Center are covered.
18. There will be no vendors or sale of any articles unless prior approval is obtained.
19. Only the part of the facility specifically mentioned in the application shall be used.
20. Organization must comply with state laws, local ordinances, and rules of the police and fire departments regarding public assemblies.
21. Auditoriums, dressing rooms, corridors, bath rooms and outside areas must be maintained clean.
22. Due to the state and local fire department regulations the capacity of the auditorium and dining hall shall not exceed the limit.