

BHARATIYA CULTURAL CENTER 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 full payment and deposit are given.	Start:		End:

PAYMENTS: Please make checks payable to Bharatiya Cultural Center

		TOTALS
Hall Rental	\$600 for 4 hours + \$100/ additional hour (Friday evenings, Sat, Sun, or Holidays) OR \$400 for 4 hours + \$75/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	\$75 for warming food. (Food cooking is not permitted.)	
Audio/Video Equipment Rental	\$75 Basic package (includes 1 wireless and 2 wired mics, connection for laptop or phone)	
	\$250 Enhanced package (includes 1 technician and use of all audio facilities for 4 hrs., \$50 extra per hour)	
Wedding	\$1,300 for all day – includes access to Kitchen and Basic Audio/Video Pkg.	
Cleaning	\$100 (this includes sweeping and mopping only – you still must pick up trash)	
Discount	20% or a maximum of \$100 for life members of BTI/BCC (one time/yr.) or for nonprofit organizations, 10% or a maximum of \$100 for annual members of BTI/BCC (one time/yr.)	()
Total Rental 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 prior to 11:01 pm (Sharp) or if the hall or Kitchen is left unclean.	\$200

1) AUDITORIUM CHARGES (Capacity is 250 People):

- a) Friday evenings, Saturdays, Sundays, and holidays: \$600 for the first 4 hrs. plus + \$100 per each additional hour.
- b) Weekdays (excluding Friday evenings and holidays): \$400 for the first 4 hours + \$75 per each additional hour.
- c) Rental period for the event from the temple hall is used to start set-up to the time cleaning is completed.
- d) Under no circumstance the event should go beyond 10 pm unless prior arrangements have been made at the time of rental and noted in the agreement.
- e) This rental includes 200 chairs, 12/14 round tables (seats 8 for dinner), and use of the stage and green rooms only.
- f) For Saturday or Sunday Weddings, charges shall be \$1,300. This will include the use of a stage, auditorium, kitchen, and multipurpose room, and use of a Basic Audio/video system for 10 hours.

2) KITCHEN CHARGES:

- a) Use of the kitchen for heating food is available at a cost of \$75. **Food cooking is not permitted.** If the temple requires the use of the kitchen at the same time as your event, we will work with your caterers to make arrangements 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.
- 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) Basic package is sufficient for most gatherings with minor audio requirements. You must have a qualified sound person responsible for operating the equipment. You must arrange to meet with our sound technician no later than two weeks before the event to go over the equipment and system. An enhanced package is required for gatherings that required a higher level of sound and lighting. A trained technician will set up and run the sound and lights for your event.
A professional package is mandatory for all rentals that require a much higher level of sound and lighting. i.e. Orchestra setup, Drama, or any other professionally hired entertainment. Two trained technicians will operate the sound and lights for your event.

NOTES:

1. The above rates will be discounted 20% for Non-Profit Organizations and for 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 of fewer 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 a longer period, a new reservation after 90 days is required.
4. For wedding events, the 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/Persons 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. The person or organization renting must provide proof of insurance that has included Bharatiya Temple as a place where the event is being held. In the "certificate holder" block, Bharatiya Temple must be listed. The event reservation cannot be confirmed until a 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

- NO NON-VEGETARIAN FOOD, ALCOHOL BEVERAGES, SMOKING of any kind, ILLEGAL DRUGS, or Harmful WEAPONS are permitted on the premises or its grounds, including Parking Lots.**
- The Bharatiya Temple and Bharatiya Cultural Center board of directors may deny any application should circumstances warrant.
- Evening events **MUST** be terminated by 11:00 pm (the hall must have been cleaned and vacated). The party vacating the premises after 11:01 pm agrees to forfeit the deposit.
- Use of the rental facility will not interfere with the corridors, fire exits, 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.
- 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.
- All equipment and material brought into the premises must be specifically mentioned on the application form and approved.
- If rental furniture is used it 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.
- 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.
- After the function is over, any materials brought into 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 materials and equipment are available at the premises. Failure to follow the above will forfeit the entire deposit.
- During temple hours, the event cannot set up tables on the 1st floor in the area where the shoes rack and water fountain is located. Set-up in this area will interfere with the traffic of the temple visitors.
- ALL trash must be taken to the trash dumpster located behind the temple. No trash will be left near the temple building or the doors.
- 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.
- Temple and cultural center property shall not be damaged. Special care should be taken to protect chairs, tables, kitchen, equipment, bathroom fixtures, curtains, and audio-visual equipment. Decorations should be done so as to not damage the walls or ceiling tiles while fixing them or removing them.
- 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 the program or philosophy by the Bharatiya Temple and or the Bharatiya Cultural Center
- Prior notification is required if homam (havan) is required to address the issue of fire and smoke hazards.
- The auditorium, dining hall, and all other facilities shall be restored to original order by putting back tables, chairs, etc., in their respective places.
- Persons and/or organizations making use of the buildings and/or ground facilities of the Bharatiya Temple and Bharatiya Cultural Center under a properly 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.
- There will be no vendors or sale of any articles unless prior approval is obtained.
- Only the part of the facility specifically mentioned in the application shall be used.
- Organization must comply with state laws, local ordinances, and rules of the police and fire departments regarding public assemblies.
- Auditoriums, dressing rooms, corridors, bathrooms, and outside areas must be maintained clean.
- Due to the state and local fire department regulations the capacity of the auditorium and dining hall shall not exceed the limit.