HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC. (HTCS)

Sri Venkateswara Temple (Balaji Mandir) and Community Center,

1 Balaji Temple Drive, Bridgewater, NJ 08807

Office Phone: (908) 725-4477. [www.venkateswara.org](http://www.venkateswara.org)

**Application For a permit to use HTCS Facility**

(Please read HTCS Rules and Regulations for complete details and before signing)

*Please e-mail this form to: Mohan Myneni at* [*Facilities.chair@venkateswaratemple.org*](mailto:Facilities.chair@venkateswaratemple.org)*; Ph. 201-424-4409; and*

*Anil Tadimalla at* [*facilities.vicechair2@venkateswaratemple.org*](mailto:facilities.vicechair2@venkateswaratemple.org)*;, Ph: 732-986-1185, and managers@venkateswaratemple.org*

|  |  |
| --- | --- |
| Name or Group: | Phone: |
| Address: | e-Mail: |

|  |  |
| --- | --- |
| Event Date and Day | From: To: |
| Rehearsal Date and Day | From: To: |
| Purpose: | Number of Guests: Admission Charges: (Y/N) |

|  |  |  |
| --- | --- | --- |
| Caterer: Temple Cafeteria (Y/N)  If No, Caterer Name & Address | Ph: | Liability Insurance ($1M) (Y/N)  Security Payment Authorization form signed:d: (Y/N): |
| Decorator: Name & Address: | Ph: | Liability Insurance ($1M) (Y/N)  Security Payment Authorization form signed:d: (Y/N): |

Liability Insurance: *“Hindu Tempe and Cultural Center of USA, Inc.”* is to be named as “Additional Insured” on the policy for the coverage to be acceptable. If the sponsoring group already has a policy in these amounts, HTCS must be added as an “insured party” for those dates the event will be held at HTCS facility.

|  |  |  |
| --- | --- | --- |
| Caterer: Extra Hours for set-up | Day & Date | From: To: |
| Decorator: Extra hours for Decoration | Day & Date | From: To: |

|  |
| --- |
| Attach list of material entering facility: Flame retardant material only allowed: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Facility Name (Circle to Confirm)** | **Rental Charges** | **Deposit** | **Balance** | **Comments** |
| Old Sannidhi Hall |  |  |  |  |
| Old Auditorium |  |  |  |  |
| Kalyana Mandapam |  |  |  |  |
| Banquet Hall  North Hall: (Yes/No) |  |  |  |  |
| North Hall  Banquet Hall: (Yes/No) |  |  |  |  |
| Auditorium.  Balcony : (Yes/No)  North Hall: (Yes/No)  Banquet Hall (Yes/No) |  |  |  |  |
| Rehearsal Charges:  Audio: (Yes/No) |  |  |  |  |
| Decoration: Extra hour Charges |  |  |  |  |
| Audio system/ Fog/Follow etc. |  |  |  |  |
| EVENT TOTAL |  |  |  |  |
| DEPOSIT (40% of Event total) |  |  |  |  |
| BALANCE  (To be paid one month before event date) |  |  |  |  |
| Security Payment Authorization form singed (Y/N) |  |  |  |  |

I received a copy of or was directed to read on temple website the document “**RULES AND REGULATIONS GOVERNING THE USE OF HTCS FACILITIES”. I agree to abide by the rules and regulations of HTCS. This signature releases HTCS from any responsibility for accidents, injuries or loss of personal property. Renter Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**