



## HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC.

Sri Venkateswara Temple (Balaji Mandir) and Community Center

1 Balaji Temple Drive, Bridgewater, NJ 08807

Web site: [www.venkateswaratemple.org](http://www.venkateswaratemple.org)

Phone: (908) 725-4477

### **RULES AND REGULATIONS GOVERNING THE USE OF THE HTCS FACILITIES.**

The Hindu Temple and Cultural Society of USA Inc.'s (HTCS) facilities are available for rental by HTCS members, and devotees. The facilities can be rented for cultural events, weddings, birthdays and religious functions etc. The member or group renting the facilities must fill out an application form, obtain permission to use and pay a deposit as required. All groups making use of HTCS facilities must abide by the HTCS' general rules and regulations and policies. The HTCS management may revoke the use where there has been a violation of these regulations

#### **HOW TO RENT THE HTCS' FACILITY:**

1. Go to the temple website "[www.venkateswaratemple.org](http://www.venkateswaratemple.org)"; click on "Facilities" link.
2. Then click on the link "*Click here to submit an inquiry*", fill-in the requested information and submit the form. Or call Temple office for concerned person's contact information. Temple office # 908-725-4477.
3. HTCS will advise you of the availability of requested date. Oral, text message or an e-mail communication about the availability of any facility should not be construed as a guarantee of reservation. **As per HTCS policy, reservation is guaranteed only upon paying the deposit.**
4. Once confirmation is given about the availability of any facility, the party must pay the deposit within 3 days to reserve the facility. Deposit can be paid by cash, credit card or cashier's check. For paying by credit card, please call the Temple office manager (908-725-4477), who accepts credit card payment.

#### **DEPOSIT AND FULL PAYMENT TERMS:**

Deposit must be paid at the time of reservation to Book any HTCS Facility. Any other assurances are not acceptable. See the Rental Tariff or the HTCS will advise you for required deposit amount.

1. 30% of Total rental charges must be paid as deposit to guarantee the reservation. Total rental charges include hall rental, plus extra hours required for decoration, rehearsal time, audio technician, equipment rental, etc.
2. 70% remaining balance of rental charges must be paid within SIX weeks from the time the initial deposit was made to complete the application process.
3. 100% of Total rental charges (Full payment) must be paid in advance for bookings made if the event is being held in less than SIX weeks' time.
4. 100% of rental charges must be paid in advance for any extra hours required for decoration, additional equipment, rehearsals, audio technician, additional rooms etc., if the event is being held in less than SIX weeks' time.
5. HTCS reserves the right to collect or charge the credit card, after the event, if HTCS facilities are found to be damaged, destroyed or for leaving the facilities in disarray or for extra hours beyond the allotted time slot.
6. Rental rate includes security, cleaning and custodial staff.

7. Temple provides the Tables and Chairs. Temple is not responsible for Chair and Table set-up and removal. Extra charges apply if the temple does the set-up and removal.
8. All rental facilities are rented independently and/or in combination with other rental facilities to multiple parties or to the same party. Each rental facility is charged separately and no "Combo" discounts.

#### **TERMS FOR CANCELLATION OF RESERVATION:**

Cancellation of an existing reservation is allowed, but the following terms will be applied. Cancellation request must be made by the same person who signed the original reservation. A signed letter mailed, or e-mailed Or faxed will be acceptable for proper credit to the account. Phone cancellations are not acceptable. An e-mail from the registered e-mail account given in the rental application form with cancellation request to [facilities.chair@venkateswaratemple.org](mailto:facilities.chair@venkateswaratemple.org) and copy to [facilitiesmanager@venkateswaratemple.org](mailto:facilitiesmanager@venkateswaratemple.org) will be honored. Once the reservation is cancelled it is final and any re-reservation will be treated as a new reservation.

1. Cancellation within ONE week after paying initial deposit: 100% of deposit will be refunded. No refund of deposit will be given after the 7<sup>th</sup> day of confirmation of booking.
2. Cancellation between the second week and Six weeks any amounts paid towards the remaining balance of 70% is fully refundable except the deposit amount of 30%.
3. Cancellation after six weeks; NO refund will be given.

#### **SWITCHING OF VENUE AND/OR DATE:**

Once a rental facility is booked, switching of venue and/or date is not allowed. But, if a special request is made for any reason for change of Venue or Date, the existing reservation will be considered "**cancelled**" and a new application form has to be submitted with the changes. "Cancellation" rules will apply for the existing reservation and one may lose part or full amount of the deposit.

#### **RENTAL TIME SLOTS:**

Facilities can be rented for whole day only; No half day rentals. The rates differ depending upon what day, the facility is rented; weekday; weekend and holidays. Request for extra hours for decorations prior to the event can be made during the application process for additional cost. **Under no circumstances Temple facilities will be made available before 6:30 AM and after 10.00 PM on any day.**

##### **Time Slots:**

- 1) All rental facilities in Cultural Center.  
Whole Day: 10:30 am to 9:30 pm. (11 hours). Use of rental facilities outside these hours, additional hourly rates will apply.
- 2) Kalyana Mandapam:  
Whole Day: 8:30 am to 8:00 PM. Use of Kalyana Mandapam outside these hours; hourly additional rates will apply.

##### **For rental purposes:**

Weekdays: Monday through Thursday

Weekends: Friday, Saturday, Sunday, and National holidays.

##### **Normal Temple Hours:**

Mon, Tue, Wed, Thu, Fri: 8:30 am – 12:30 pm & 4:30 pm – 8:30 pm

Sat, Sun, Festivals & National holidays: 8:30 am – 8:30 pm

**EXTRA HOURS:**

Each additional hour use of rental facility beyond time slot is charged at an hourly rate based on weekday or weekend and type of facility rented. Extra hours charges include, use of rental facility + services of security, temple and custodial staff.

**REHEARSALS:**

- The party, who already booked the Hall or Auditorium can rent the respective place for Program Rehearsals. **A separate additional rate is charged for Rehearsals.** Please see Rental Tariff Sheet.
- **Rehearsals** are allowed, not guaranteed, only on Weekdays; i.e. Monday thru Thursday.
- For guaranteed allocation of time slot for rehearsals, pay the charges upfront at the time of reservation., otherwise, Rehearsals are accommodated only if the facility is available.
- If an Audio Technician is needed for rehearsals, extra charges apply for Technician on hourly basis.

**DECORATIONS PRIOR TO THE EVENT:**

**Doing decorations prior to the event is allowed, not guaranteed, depending upon the availability of the Facility. Additional charges apply. All decoration material must be flame retardant.**

- 1). For guaranteed allocation of time slot for decorations, the rental charges must be paid upfront at the time of reservation.
- 2). No decorations are allowed outside of Temple hours of operation. No rental facility is given for decorations on the previous day if the facility is already rented. But they can do the decorations the night before the event but extra charges apply including the charges for services of security staff and temple staff.
- 3). See the Rental Tariff sheet for charges for decoration time. Hourly rates will be charged exceeding 5 hours.
- 6). Decorator must provide Liability Insurance coverage Certificate showing HTCS as an additional Insurer.

**POSTERS AND BANNERS:**

Posters and banners are allowed with prior approval in designated areas only. Posters should be put on bulletin boards or on easels and not on walls. Please get permission from the management before hanging banners on the auditorium stage.

**DECORATIONS, SET-UP & REMOVAL:**

Temple is not responsible either for set-up or for doing decorations. All "Decorator companies" must be from an established business. It is the responsibility of the renter to remove all decorations within the **RENTED TIME SLOT** after the function is finished.

If the decorations are not removed by the decorator, extra rental charges will be applied to renting party.

**SEATING AND TABLE SET-UP & REMOVAL:**

HTCS will deliver the number of chairs/tables as requested by the rental party. The rental party is responsible for seating and table set-up. No charges apply if the rental party does its own set-up and removal.

**VENDORS: (No 3<sup>rd</sup> party Vendors)**

HTCS does not allow any outside vendors to sell or display any merchandise at any time. HTCS does not allow sub-leasing or sub-contracting of HTCS facilities to any third party. Renter is NOT allowed to sub-contract or sub-lease HTCS Facility to a 3<sup>rd</sup> party.

**PREFERRED VENDOR LIST:**

All renters must choose the vendors only from the HTCS identified list of preferred vendors. Please ask the facility manager for the list of preferred vendors at the time of booking.

**STATED PURPOSE & PERMIT TO USE HTCS FACILITY:**

HTCS facilities should only be used for the stated purpose in the application form. No last minute changes are accepted. HTCS reserves the right to cancel existing reservation or refuse to give the permission, if the HTCS management determines the intended purpose is not complied with, or finds misuse of HTCS' properties or any acts against the HTCS' policies and by-laws. **The permit is not transferable to another party or organization.**

**MISCELLANEOUS RULES & REGULATIONS:**

1. Only vegetarian food is allowed on the premises.
2. Non-vegetarian food of any kind i.e. meat, poultry, fish, eggs etc. is prohibited.
3. Alcohol consumption is not allowed on the Temple campus.
4. No smoking in any building.
5. No possession of harmful weapons, controlled substances or illegal drugs on premises.
6. No solicitation of any kind on HTCS' property.
7. No distribution of pamphlets or sale of any articles for private monetary gain either by an individual or organization using HTCS facility unless specifically pre-approved by HTCS.
8. No balloons or any flying objects or material in the Auditorium
9. No Tents
10. HTCS is not responsible for accidents, injuries, loss or damage of any personal or rented property.
11. The renting party is responsible for any loss or damage to HTCS' properties.
12. HTCS facilities will not be rented to any group or organization which are deemed subversive as defined by the State of New Jersey.
13. For the purpose of this document Temple and HTCS mean the same.
14. HTCS reserves the right to change these rules and regulations without notice subject to the approval of HTCS Board of Trustees.
15. **GROUPS & ORGANIZATIONS shall NOT advertise or announce an event held in the HTCS facilities in any manner that would suggest that the event is endorsed or sponsored by HTCS. No sub-leasing or sale of any merchandise or advertising banners are allowed.**

**CATERING SERVICES BY TEMPLE CAFETERIA: (Vegetarian Food only)**

- Temple Cafeteria may provide catering services. Make arrangements by speaking directly with the Cafeteria management. HTCS does not provide cutlery, serving spoons, linen, warming trays, or any food decorative material.
- Temple Cafeteria provides catering services only to those who rent the Temple facilities and delivers within the Temple Campus only.

- Outside caterers are also allowed but they must be from an established or licensed food restaurant or caterer. HTCS reserves the right not to allow any restaurant or business which does not provide a liability insurance and food catering license.

#### **PRIEST SERVICES:**

- Whenever priest services are required, Only Temple priest must be utilized.
- Priest services need to be booked separately for an additional cost, online at [www.venkateswaratemple.org](http://www.venkateswaratemple.org). Or, Please check with Temple manager for priest availability
- If the party wishes, an outside priest is allowed **in addition to the Temple priest**. But the outside priest must follow temple priest's instructions with respect to safety & security including conducting Homam.
- If Homam is required as part of function, it should be on **Very, very small scale** in Banquet hall, and Kalyana Mandapam; not allowed in any other facilities.

#### **RENTAL FACILITIES OPTIONS: (Description of each rental facility is given below)**

***NO STAPLING OR STICKING OF BANNERS/DISPLAY MATERIAL TO CURTAINS OR WALLS ON ANY HTCS TEMPLE FACILITY.***

#### **TEMPLE FOOT PRINT**

Kalyana Mandapam (Temple Basement) (Capacity 150)

Religious ceremony rooms (Capacity: 8-10 each room)

#### **CULTURAL CENTER**

1. Banquet Hall (Capacity 300)
2. North Hall (Capacity 300)
3. South Hall (Capacity 200)
4. Room 1 (Capacity 25)
5. Room 2 (Capacity 25)
6. Room 3 (Capacity 50)
7. Auditorium Fixed Seating (Capacity: Lower Level: 450; Mezzanine: 150.)

#### **VIDYALAYA**

Multipurpose hall (Capacity 200) Not rented when educational classes are running.

#### **EQUIPMENT FOR RENT & OTHER SERVICES PROVIDED BY TEMPLE:**

- 1) Audio Equipment in the Auditorium in Cultural Center is included in the rent.
- 2) Audio equipment must be operated by a Temple trained technician. Extra hourly rate charges apply for technician's time.
- 3) Audio System available in Banquet Hall, North Hall and Kalyana Mandapam. Audio equipment must be operated by a Temple trained technician. Extra hourly rate charges apply for technician's time
- 4) Fog Creators in new Auditorium
- 5) Follow Light in new Auditorium
- 6) Temple Cafeteria catering Services (Vegetarian food only). Should make arrangements separately with Cafeteria for additional charges.

- 7) Priest Services. Should make arrangements separately for additional charges with the Temple Main Office.

### **DESCRIPTION OF HTCS RENTAL FACILITIES:**

#### **KALYANA MANDAPAM:**

- Seating Capacity: 150
- Kalyana Mandapam, which is within the footprint of Temple in the lower level, is primarily used for weddings and other religious functions.
- Seating arrangement is the responsibility of the renting party. The renting party can arrange seating as they see fit without blocking doorways.
- Depending upon the party's request, Temple will provide the number of foldable metal or padded chairs and rectangular Tables. Temple will provide a maximum of 8 rectangular tables and up to 150 metal foldable or padded stackable chairs.
- Food and beverages are allowed within the Kalyanamandapam only, Not in the Hall way.
- One built-in stage, 8'x16'x 8" high. Please cover the stage with cloth or rug to protect the stage from oil spills and stains from Pasupu (turmeric)/kumkum.
- Audio System is available. To use, extra charges apply and should be operated by a temple provided technician.

#### **Kitchen:**

- **No kitchen facility is available. Food warming by "burners" provided by the caterer or the party.**

#### **BANQUET HALL:**

- Seating Capacity: 300
- Banquet Hall is a multipurpose hall located in Cultural Center. Round Tables-(max 24)-and rectangular tables (max 6) will be available to use for the event. Please note the number of people that can be accommodated depends on how the renting party decides to make seating arrangements. Seating can be rearranged as the party sees fit without blocking the doorways.
- Depending upon the party's request, Temple will provide the number of chairs and Tables. Temple will provide a maximum of 6 rectangular tables. 24 round Tables and 250 chairs.
- One stage is included in the rental, (12'x16'X 24 " high. Fixed height). Height is not adjustable. For most functions, 12'x16' should be enough. The stage is carpeted and in fixed location. Please cover the stage with cloth or rug to protect the stage carpet from oil spills, and stains from Pasupu (turmeric)/kumkum.
- Bride and Bridegroom rooms (2 Changing Rooms on 2<sup>nd</sup> floor) with lock and key and attached bath rooms are available. Please check with the Manager for availability.
- Audio System is available. To use, extra charges apply and should be operated by a temple provided technician.

#### **Kitchen:**

- Kitchen, located in Banquet hall, is for **food warming only**. No cooking is allowed. Kitchen is equipped with stove, refrigerators, sinks, warmers etc. Stove can only be used for warming liquids such as Sambar, Rasam etc.

- Renter must keep the kitchen clean; please no dishes left in the sink, no waste, no garbage bags; nothing left in food warmers, refrigerators; on stove etc.
- **Kitchen is allowed to be used only by those who rent the Banquet hall.**

#### **NORTH HALL: 2<sup>nd</sup> Floor**

- North Hall, which is located on the north side of Cultural Center, is on the 2<sup>nd</sup> Floor towards Temple side. North Hall is also a Multipurpose Hall.
- Seating Capacity: 300. Party has to arrange the seating and set-up.
- Depending upon the party's request, Temple will provide the number of chairs and Tables. Temple will provide a maximum of 6 rectangular tables. 24 round Tables and 250 chairs.
- One stage is included in rental (12'x16' x 24" high. Fixed height). Height is not adjustable. For most functions, 12'x16' should be enough. The stage is carpeted and in fixed location. Please cover the stage with cloth or rug to protect the stage carpet from oil spills, and stains from Pasupu (turmeric)/kumkum.
- North Hall can be rented by itself or in combination with other facilities, if needed.
- Bride and Bridegroom rooms (2 Changing Rooms on 2<sup>nd</sup> floor) with lock and key and attached bathrooms are available. Please check with the Manager for availability.
- Audio System is available. To use, extra charges apply and should be operated by a temple provided technician
- **Kitchen: No Kitchen facility is available in North Hall.**
- **Food and beverages are allowed.**

#### **SOUTH HALL: 2<sup>nd</sup> Floor**

- South Hall, which is located on the south side of Cultural Center, is on the 2<sup>nd</sup> Floor away from Temple side. South Hall is also a Multipurpose Hall.
- Seating Capacity: 200. Party has to arrange the seating and set-up.
- Depending upon the party's request, Temple will provide the number of chairs and Tables. Temple will provide a maximum of 4 rectangular tables. 15 round Tables and 150 chairs.
- South Hall can be rented by itself or in combination with other facilities, if needed.
- Bride and Bridegroom rooms (2 Changing Rooms on 2<sup>nd</sup> floor) with lock and key and attached bathrooms are available. Please check with the Manager for availability.
- Audio System is NOT available.
- **Kitchen: No Kitchen facility is available in South Hall.**
- **Food warming by "burners" provided by the caterer or the party**
- **Food and beverages are allowed.**

#### **AUDITORIUM: (Fixed Seating)**

- Seating capacity: Total 600. 450 Lower Level; and 150 balcony.
- This state-of-the art Auditorium is located in Cultural Center.
- Auditorium is given for rental strictly for any entertainment programs such as Dance, drama, lectures, instrumental music, vocal music.
- Green Rooms and changing rooms are attached to the Auditorium.
- Equipped with state-of- the art Audio system, which is included in the rental charges.

- Audio and lighting system should be operated by a Temple trained technician. Extra charges apply on hourly basis for Technician's time.
- **NO FOOD or DRINKS (BEVERAGES) ARE ALLOWED INSIDE THE AUDITORIUM**
- **NO EATING IS ALLOWED IN THE VERANDAS**
- **NO DISTRIBUTION OF PACKAGED FOOD IN VERANDAS; AND NO EATING IN VERANDAS**
- **NO STAPLING OR STICKING OF BANNERS/DISPLAY MATERIAL TO CURTAINS OR WALLS**

***When the Auditorium alone is rented, and. If the party wishes to serve food, the party must rent either North Hall, or Banquet Hall or both.***

**VIDYALAYA MULTIPURPOSE HALL (Rented ONLY when Educational Activities are Not Occurring). Please check with Temple Management for availability.**

- Seating capacity 200.
- Vidyalaya Multipurpose hall can be made available for rent at the discretion of the Facilities Management committee.
- Vidyalaya multipurpose hall located in "The Old Community Center" can be rented for any function, including cultural events, weddings, birthday celebrations etc.
- Seating arrangement is the responsibility of the renting party. The renting party can arrange seating as they see fit without blocking doorways.
- Depending upon the party's request, Temple will provide the number of foldable metal chairs and Tables. Temple will provide a maximum of 8 rectangular tables and up to 200 chairs. Seating is arranged on flat floor area like in a multipurpose hall (not theatre style).
- One stage is included in rental (12'x16'x 24 "high, Fixed height). For most functions, 12'x16' should be enough. The stage is carpeted and in fixed location. Please cover the stage with cloth or rug to protect the stage carpet from oil spills, and stains from Pasupu (turmeric)/kumkum.
- Change room is available. Please check with the Manager for availability.
- Audio System is available. To use, it should be rented and operated by temple provided technician. Please check with the Temple for availability of Audio system.
- Food and drinks are allowed within the Hall ways.

**Kitchen**, attached to the Multipurpose hall, **is for food warming only**. No cooking is allowed. Kitchen is equipped with oven, stove, refrigerators, sinks. Stove can only be used for warming liquids such as Sambar, Rasam etc.

- Renter must keep the kitchen clean; please make sure that no dishes are left in the sink, no waste, no garbage bags; nothing left in food warmers, refrigerators; on stove etc.

**LIABILITY INSURANCE:**

Any organization/Group/Decorator staging an event at the HTCS facility must have LIABILITY INSURANCE for at least \$1,000,000 SINGLE LIMIT. The stipulated minimum must be part of a general liability policy covering the event. "Hindu Temple 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. 1 Million dollar Insurance certificate has to be produced two weeks before the event.



**Force Majeure:**

Neither HTCS or nor its officers, directors, employees, Committee members or Temple volunteers will incur any liability to the renting party or its affiliates or to any other person or entity with respect to any failure to perform any of its obligation under this agreement if the failure, including closing of Temple premises, is due to and arises out of any acts of God, Local and State Governments orders, fire, flood, earth quake, severe weather etc.

**Indemnification:**

The renting party shall indemnify, defend and hold harmless each of HTCS, its officers, trustees, and volunteers, employees against and with respect to any and all Indemnification claims to the extent that each Indemnification claims are caused by the breach or default by HTCS of any provision contained herein.

**HALL RENTAL TARIFF:** Shown on separate sheet.

**HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC.**

**1 Balaji Temple Drive, Bridgewater, NJ 08807**

**Temple Office: (908) 725-4477**

**RENTAL RATES EFFECTIVE JANUARY 1, 2025.**

**RENTAL RATES**

**Full day rental only**

	Monday - Thursday	Fri, Sat and Sun & Holidays
Timings	10:30 am - 9:30 pm	10:30 am - 9:30 pm
CLASS ROOMS IN CC	\$500	\$700
SOUTH HALL	\$1,300	\$1,500
KALYANA MANDAPAM*	\$1,600	\$2,000
BANQUET HALL	\$2,700	\$3,600
NORTH HALL	\$2,700	\$3,600
AUDITORIUM FULL	\$5,200	\$6,000

**EXTRA HOUR CHARGES**

	Monday - Thursday	Fri, Sat and Sun & Holidays
CLASS ROOMS IN CC	\$50	\$75
SOUTH HALL	\$125	\$150
KALYANA MANDAPAM*	\$125	\$150
BANQUET HALL	\$325	\$375
NORTH HALL	\$325	\$375
AUDITORIUM FULL	\$350	\$400

**DECORATION PREVIOUS EVENING ADDITIONAL CHARGES**

	Monday - Thursday	Fri, Sat and Sun & Holidays
CLASS ROOMS IN CC	\$100	\$125
SOUTH HALL	\$300	\$350
KALYANA MANDAPAM*	\$450	\$500
BANQUET HALL	\$500	\$650
NORTH HALL	\$500	\$650
AUDITORIUM FULL	\$800	\$950

#### **AUDIO SYSTEM CHARGES**

	Monday - Thursday	Fri, Sat and Sun & Holidays
CLASS ROOMS IN CC	Not available	Not available
SOUTH HALL	Not available	Not available
KALYANA MANDAPAM*	\$200	\$250
BANQUET HALL	\$200	\$250
NORTH HALL	\$200	\$250
AUDITORIUM FULL	Included in Rental	Included in Rental

#### **TRAINED AUDIO TECHNICIAN CHARGES**

CLASS ROOMS IN CC	Not available	Not available
SOUTH HALL	Not available	Not available
KALYANA MANDAPAM*	\$30/hour	\$40/Hour
BANQUET HALL	\$30/hour	\$40/Hour
NORTH HALL	\$30/hour	\$40/Hour
AUDITORIUM FULL	\$40/Hour	\$50/Hour

Each hall is rented separately.

\* Kalyana Mandapam Whole day hours: 8:30am to 8:00 pm