



HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC.

Sri Venkateswara Temple (Balaji Mandir) and Community Center
1 Balaji Temple Drive, Bridgewater, NJ 08807
(908) 725-4477 www.venkateswara.org

RULES AND REGULATIONS GOVERNING THE USE OF HTCS FACILITIES.

The Hindu Temple and Cultural Society of USA Inc.'s (HTCS) facilities are available for rental by HTCS members, devotees, community and religious organizations of the above affiliation. 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. Fill up the application form (This is in Word document, fill the form and save with a different name, and send electronically).
2. Send electronically the filled application form to,
Facilities.chair@venkateswaratemple.org;
Secretary@venkateswaratemple.org;
managers@venkateswaratemple.org; Ph: 908-725-4477
3. HTCS will advise you of the availability of requested date and time slot.
4. Once confirmation is given, pay the deposit 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, who accepts credit card payment.
5. Full payment is required 30 days prior to the rental date.
6. Final settlement is made after the end of the rental.

RENTAL FACILITIES: OPTIONS

- 1) Old Sannidhi Hall (capacity 75)
- 2) Old Auditorium (capacity 150)
- 3) Old Sannidhi + Old Auditorium (Capacity 225)
- 4) Kalyana Mandapam (capacity 150)
- 5) a). Banquet Hall (capacity 300)
b). North Hall (Capacity 300)
c). Banquet Hall + North Hall (Capacity Banquet Hall 300; North Hall capacity 300; Total capacity not to be combined)
- 6). New Auditorium rental options (**Without Balcony**)
a) Auditorium Only (Capacity 450)
b). Auditorium + Banquet Hall (Auditorium Capacity 450 and Banquet hall capacity 300; Total capacity not to be combined)

- c). Auditorium + North Hall (Auditorium Capacity 450; North Hall Capacity 300; Total capacity not to be combined)
- d). Auditorium + Banquet Hall + North Hall (Auditorium Capacity 450; Banquet Hall Capacity 300; Total capacity not to be combined)

7). New Auditorium rental options **(With Balcony)**

- a) Auditorium Only (Maximum Capacity 600)
- b). Auditorium + Banquet Hall (Auditorium Capacity 600; Banquet Hall capacity 300; Total capacity not to be combined)
- c). Auditorium + North Hall (Auditorium Capacity 600; North Hall Capacity 300; Total capacity not to be combined)
- d). Auditorium + Banquet Hall + North Hall (Auditorium Capacity 600; Banquet Hall Capacity 300; North Hall Capacity 300 Total Capacity not to be combined)

8). South Hall on special request and upon approval by management. (Capacity 200)

EQUIPMENT FOR RENT:

- 1) Audio Equipment in new Cultural Center (to be operated by Temple provided trained technician)
- 2) Speakers only in new auditorium (not the other equipment. Renter brings the audio system)
- 3) Audio System in Banquet Hall and Audio System in North Hall
- 4) Fog Creators in new Auditorium (Not available at this time)
- 5) Follow Light in new Auditorium (Not available at this time)
- 6) Temple Cafeteria catering Services (Vegetarian food only)

Please note both Audio system and Lighting are operated by a single technician. Additional charges will apply if an additional technician is requested to operate both systems independently.

RENTAL TIME SLOTS:

Facilities can be rented either for whole day or part of the day. The rates differ depending upon what day, and time the facility is rented. Hours showed here are actual occupancy time and include pre- and post- event preparation/cleaning time. Please also read "extra hours" and "decorations prior to the event" in this document.

Time Slots:

- 1) Whole Day: 8:30 am to 8:30 pm. (12 hours)
- 2) Morning : 8:30 am – 1:30 pm (5 hours) (i.e. AM Slot)
- 3) Evening: 3:30 pm – 8:30 pm (5 Hours) (i.e. PM Slot)

As a courtesy Extra 2 hours may be allowed BEFORE AM slot and Extra 2 hours at the END of PM Slot

Please note no extra hours are allowed in between AM slot and PM slot.

For rental purposes:

Weekdays: Monday through Thursday

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

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

OLD SANNIDHI HALL:

- Seating Capacity: 75
- Old Sannidhi Hall, located in “Community Center” is a multipurpose hall. 4 rectangular Tables are provided. Seating can be rearranged as the party sees fit.
- Depending upon the party’s request, Temple will provide the number of foldable metal chairs.
- One stage, included in rental, 8’x12’ 8” High. Fixed height. Please cover the stage with cloth or rug to protect the stage from oil spills, and stains from Pasupu (turmeric)/kumkum.
- Food and drinks are allowed within the Old Sannidhi Hall only.

OLD AUDITORIUM:

- Seating capacity 150.
- Old auditorium, located in “Community Center” can be rented for cultural events.
- Depending upon the party’s request, Temple will provide the number of cushioned and foldable metal chairs. 6 rectangular Tables are provided
- Seating is arranged on flat floor area like in a multipurpose hall (not theatre style).
- 40’x20’ stage is built in.
- One Green Room is attached to the Old Auditorium. (not available at this time)
- Equipped with a reasonably good audio system, which can be used for free. Functioning is not reliable and not guaranteed.
- Old Auditorium can be rented in combination with Old Sannidhi Hall, if needed.
- Food and drinks are allowed within the Old Auditorium only, not Hall ways.
- **NO STAPLING OR STICKING OF BANNERS/DISPLAY MATERIAL TO CURTAINS OR WALLS**

Kitchen:

- Kitchen, attached to the Old Auditorium, 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 kitchen clean; please no dishes left in sink, no waste, no garbage bags; nothing left in food warmers, refrigerators; on stove etc.

KALYANA MANDAPAM:

- Seating Capacity: 150
- Kalyana Mandapam, which is within the foot print of Temple in the lower level, is primarily used for weddings and other religious functions.
- Seating can be rearranged as the party sees fit.
- Depending upon the party’s request, Temple will provide the number of foldable metal chairs and rectangular Tables. 6 rectangular Tables are provided
- Food and drinks are allowed within the Kalyana Mandapam only. Not in Hall ways.
- One build-in stage, 8’x16’ 8” High . Please cover the stage with cloth or rug to protect the stage from oil spills, and stains from Pasupu (turmeric)/kumkum.

Kitchen:

- No kitchen facility is available.

BANQUET HALL:

- Seating Capacity: 300
- Banquet Hall is a multipurpose hall located in New Cultural Center. Seating capacity: 300; 30 Round Tables and 7 rectangular tables. 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.
- Depending upon the party's request, Temple will provide the number of chairs and Tables.
- One stage, included in rental, 12'x16' 24 " high. Fixed height. Height 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) with lock and key and attached bath rooms are available. Please check with the Manager for availability.
- Audio System is available. To use, it should be rented and operated by temple provided technician.
- Banquet Hall can be rented by itself or in combination with other facilities, if needed.

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 kitchen clean; please no dishes left in 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 Banquet hall.**

NORTH HALL: 2nd Floor

- North Hall, located in New Cultural Center, is on 2nd Floor towards Temple side. North Hall is also a Multipurpose Hall.
- Seating Capacity: 300. Round Tables: 30 Round Tables and 7 rectangular tables. 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.
- Depending upon the party's request, Temple will provide the number of chairs and Tables.
- One stage, included in rental, 12'x16' 24 " high. Fixed height. Height 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) with lock and key and attached bath rooms are available. Please check with the Manager for availability.
- Audio System is available. To use, it should be rented and operated by temple provided technician.
- Kitchen: No Kitchen facility is available in North Hall.

NEW AUDITORIUM:

- Seating capacity 450 without balcony and 600 with Balcony.
- This state-of-the art Auditorium is located in New Cultural Center.

- Auditorium, which can be rented with or without balcony, is strictly for any entertainment programs such as Dance, drama, lectures, instrumental music, vocal music.
- Green Rooms (3) are attached to the Auditorium.
- Equipped with state-of-the-art Audio system, which can be rented for extra cost, must be operated by Temple provided trained technician.
- Speakers only can be rented, if you bring your own audio system. Renter is not allowed to use any other audio equipment. Speakers only.
- **NO FOOD or DRINKS ALLOWED INSIDE AUDITORIUM**
- **NO EATING 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 Auditorium alone with Balcony is rented, North and South Halls can only be used for people movement, and not for serving OR DISTRIBUTION OF PACKAGED food or any other purpose.

If the party wishes to serve food, the party must rent either North Hall, or Banquet Hall or both.

REHEARSALS:

- The party, who already booked the Hall or Auditorium can rent the respective place for Program Rehearsals. A separate rate is charged for Rehearsals. Please see Rental Tariff Sheet.
- Allowed 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.

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 decorations must be flame retardant.

- 1). For guaranteed allocation of time slot for decorations, pay the rental charges upfront at the time of reservation.
- 2). Party renting the PM slot (i.e. 3:30 pm-8:30 pm), must rent the same day AM slot also (i.e. 8:30am-1:30 pm for decorations and pay full price.
- 3). Party Renting AM slot (i.e. 8:30 am-1:30 pm) must rent the one day before PM slot, for decorations and pay rental charges as per Rental Tariff.
- 4). No decorations are allowed in between two slots. I.e. between AM and PM slots.
- 5). See the Rental Tariff sheet for charges for decoration time.
- 6). Decorator must provide Liability Insurance coverage Certificate showing HTCS as an additional Insurer.

EXTRA HOURS:

As a courtesy, HTCS may allow an extra hour in extreme cases. Each additional 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 can be requested in advance by paying hourly rate as follows.

- a) A Maximum of only **TWO extra** hours are allowed; before the AM slot begins or at the end of PM slot.
- b) NO extra hours are allowed in between two time slots.

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.

DEPOSIT AND PAYMENT PROCEDURES:

1. Deposit must be paid at the time of reservation to Book any HTCS Facility. Any other assurances are not acceptable. See the Rental Tariff for required deposit amount. The Balance amount must be paid 30 days in advance of the rental date.
2. Temple reserves the right to charge Additional amounts in cases for exceeding time slot hours and/or damage to the temple property etc.
3. FULL Payment must be made 30 days prior to the rental date.
4. FULL PAYMENT is required for Bookings made in less than 30 days. NO Refunds, if cancelled.

CANCELLATION PROCEDURE AND REFUNDS:

1. Cancellation of an existing reservation is allowed. Cancellation request must be made by the same person who signed the original reservation. A signed letter mailed or faxed will be acceptable for proper credit to the account. Phone cancellations are not acceptable.
2. If the reservation is cancelled prior to 30 days; only 50% of the deposit will be refunded. Temple keeps 50% of deposit as cancellation fee.
3. NO refunds, if the cancellation is made in less than 30 days from the rental date.
4. All reservations made in advance of only 30 days or less require **FULL PAYMENT** at the time of reservation. No refunds, if cancelled.

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.

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 set-up.

CATERING SERVICES BY TEMPLE CAFETERIA: (Vegetarian Food only)

- Temple Cafeteria can provide catering services. Make arrangements by speaking directly with 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:

- Outside caterers are also allowed but they 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 caterer 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. In addition, the caterer/food vendor, at their own expense, must also obtain “Health Certificate permit” and “Cooking Permit” as required by the State of NJ and Township. Food vendors with non-cooked items, such as ice cream, must obtain, at their own expense, “Health Permit” as required by the State of NJ and Township.

SECURITY DEPOSIT: (Payment Authorization Form)

All renters (individuals, organizations), and vendors such as caterers, decorators and contractors must provide a signed payment authorization form with valid credit card authorizing the Temple to charge amounts as determined by the Temple in case of any damage to Temple property, for any garbage left behind, left the facility unclean, not removing the decoration material immediately after the event etcetera. It is advised that you must leave the facility the way you found when you rented.

PRIEST SERVICES:

- Whenever priest services are required, Only Temple priest must be utilized. Please check with the Temple Manager for additional details.
- 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.
- Please check with Temple manager for priest availability.
- If Homam is required as part of function, it should be on very small scale.

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.

DISCOUNTS:

No discounts of any kind rented either by the HTCS members or non-profit organizations are allowed. Any discounts must be approved by the Board of Trustees.

RENTAL BY NON-PROFIT ORGANIZATIONS:

1. Non-Profit Organizations and Community organizations can rent the HTCS facilities for its **Organizational Use Only.**
2. Groups and organizations shall NOT advertise or announce an event held in HTCS facilities in any manner that would suggest that the event is sponsored by HTCS.
3. HTCS reserves the RIGHT TO DENY the use of its facilities, if the proposed event is not in the best interest of HTCS and community in general.
4. Parties are not allowed to sublet the place for booths or tables to vendors for sale of any item.
5. All non-profit organizations must submit 501(C) certificate.

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.**

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 apply for the existing reservation and one may lose part of the deposit.

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 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**

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.

HALL RENTAL FOR DANCE, MUSIC OR OTHER CLASSES:

- Old Sannidhi Hall and Lecture Hall (in Main Temple) have been designated for rental for conducting dance, music, and other classes on a regular basis.
- All Dance and Music Schools, organizations and individuals must submit an application form along with some form of identification.
- Halls are rented at multiples of 2 hour sessions per week.
- Term of commitment must be for a minimum of 6 months and a maximum of 12 months.
- Rent must be paid upfront at the beginning of each month.
- Only one AM or PM booking is allowed during Temple operational hours on **Monday through Friday**.
- Please ask the manager to open and lock it after use.
- No discount for HTCS members or to non-profit organizations.
- The facility is rented on first come first served basis.
- Each party is allowed to use only the facility that is rented.
- HTCS reserves the right to cancel the agreement for any reason with 30 days advance notice.
- All the Rules and Regulations for Renting HTCS facilities apply.
- HTCS reserves the right to cancel a session and or switch to a different hall based on Temple's requirement.

Force Majeure:

Neither HTCS or nor its officers, directors, employees 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, directors, 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.