



## 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 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 and time slot. 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, 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, extra hours required for decoration, 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, 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.

### **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 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*** will be honored.

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.

### **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)

#### **CULTURAL CENTER**

1. Banquet Hall (Capacity 300)
2. North Hall (Capacity 300)
3. Banquet Hall + North Hall (Capacity 300+300)
4. Room 1 (Capacity 50)
5. Room 2 (Capacity 50)
6. Room 3 (Capacity 80)
7. New Auditorium rental options **(Without Balcony)**
  - a) Auditorium Only (Capacity 450)
  - b). Auditorium + Banquet Hall (Capacity 450+300)
  - c). Auditorium + North Hall (Capacity 450+300)
  - d). Auditorium + Banquet Hall + North Hall (Capacity 450+300)
8. New Auditorium rental options **(With Balcony)**
  - a). Auditorium Only (Capacity 600)
  - b). Auditorium + Banquet Hall (Capacity 600+300)

c). Auditorium + North Hall (Capacity 600+300)

d). Auditorium + Banquet Hall + North Hall (Capacity 600+300+300)

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

### **VIDYALAYA**

1. Multipurpose hall (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 must bring the audio system.
- 3) Audio System in Banquet Hall and Audio System in North Hall
- 4) Fog Creators in new Auditorium
- 5) Follow Light in new Auditorium
- 6) Temple Cafeteria catering Services (Vegetarian food only)

### **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. **Under no circumstances Temple facilities will be made available before 6:30 AM and after 10:00 PM on any day.**

#### **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)

#### **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

### **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 chairs and rectangular Tables. Temple will provide a maximum of 8 rectangular tables and up to 150 metal foldable 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.

**Kitchen:**

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

**CLASS ROOMS IN CULTURAL CENTER:**

These rooms can be rented for very small gatherings for performing any function including religious services.

**VIDYALAYA MULTIPURPOSE HALL (Please call to check 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.

**BANQUET HALL:**

- Seating Capacity: 300
- Banquet Hall is a multipurpose hall located in New 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.

- 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, 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 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, located in the New 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, 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 (2) are attached to the Auditorium.
- Changing Rooms(2) 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.

- **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 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.
- **Rehearsals** are 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 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). 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 time 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:**

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.

#### **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.

**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, 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, North hall and South hall or any HTCS facility.

**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.

**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 will apply for the existing reservation and one may lose part or full amount 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 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**

#### **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.