



(Tax-Exempt Non-Profit Organization)

Address: 907 Cedar Creek Road, Fayetteville, NC 28312 Phone (910) -----

HINDU BHAVAN RENTAL FORM AND CONTRACT

(Please fill all items)

HBFNC Member: Y / N (Non-members needs to pay listed Non-member Fee Please)

Facility Renter (Organization /Group): _____

Street Address: _____

P. O. Box: _____ City: _____ State: _____ Zip: _____

Contact #: Residence (____) _____ Work: (____) _____ Cell: (____) _____

Email: _____ Fax: (____) _____

MUST provide email for communication/confirmation of booking. Confirmation will be done by email.

Event Details: Personal Use - Group or Organization - Non-Profit Organization - Religious

(Circle one)

Facility Requested	Main Hall	Main Hall	Class Room	Expected Attendance	
Event date Date: mm/dd/yy	Start Date/Time	End Date/Time	Start Time		Setup Time
			End Time		
Additional Req.	Audio / Hrs.		Kitchen	Y / N	

(Print details on additional sheet if required)

List details of any additional item(s) / Service you need for your event:

(Print details on additional sheet if required)

Acceptance of HBFNC Facility Rental Terms and Conditions:

I/we on behalf of my Group / Organization agree to all HBFNC Facility Rental Terms and Conditions and pay the above Security Deposit & Total Facility Rental Fee in full at the time of reservation. By my signature, I declare that the renter listed below agrees to abide by the HBFNC Facility Rental Contract Terms and Conditions and Facility Policy listed on the HBFNC website. www.hindubhavan.org

Name: _____ Date: _____

Signature of Renter/Organization/Group: _____

_____ **Please do not write below THIS LINE** _____

Detail of Rental Fees / Payment (For USE of HBFNC Facility Rental Committee ONLY)

Facility Rental Fees	Audio Fees	Kitchen Use Fees	Cleaning Fees	Total Facility Rent Fee
Security Check #	Security Check Amt.	Rental Check #	Check Date	Check Amount

ANNEXURE – B

HBFNC FACILITY RENTAL FEES

(Effective for all rentals starting January 1, 2011)

Days of week	Temple Hall (Min. 4 hr. rental)	Classroom #1 (Min. 4hr. rental)	Classroom #2	Kitchen
Daily Rates From Mon 8:00am to Thu midnight. Excluding long weekends & public holidays	Members 2 Hr. - \$150 4 Hr. - \$300 All day - \$600 Non-Members 4 Hr. - \$330 All day - \$660	Members Min. 2 Hr. - \$100 Extra per hr. - \$50 Non-Members Min. 2 Hr. - \$110 Extra per hr. - \$55	Members Min. 2 Hr. - \$100 Extra per hr. - \$50 Non-Members Min. 2 Hr. - \$110 Extra per hr. - \$55	Members Deposit - \$100 Flat fee - \$50 Non-Members Deposit - \$100 Flat fee - \$50
Weekend Rates From Fri 8:00am to Sun midnight. Long weekends & US public holidays will be charged at weekend rate	Members 2 Hr. - \$175 4 Hr. - \$350 All day - \$660 Non-Members 4 Hr. - \$375 All day - \$700	Members Min. 2 Hr. - \$100 Extra per hr. - \$50 Non-Members Min. 2 Hr. - \$110 Extra per hr. - \$55	Members Min. 2 Hr. - \$100 Extra per hr. - \$50 Non-Members Min. 2 Hr. - \$110 Extra per hr. - \$55	Members Deposit - \$100 Flat fee - \$50 Non-Members Deposit - \$100 Flat fee - \$50

Additional Hourly charges after minimum 4 Hr. & 6 Hr. rental

Daily Rates	\$75	\$50	\$50	N/A
Weekend rates	\$75/hr. before & after the start and end time	\$50	\$50	N/A

Use of kitchen

Daily & weekend	\$50	\$50	\$50	\$50
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Audio / Video Equipment use

(Minimum 3 week notice is required. Audio equipment will need to be operated by trained & designated Audio Tech only)

All days	\$25 / Hr Min 4 Hrs. (1 Hr. for setup)	N/A	N/A	N/A
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Cleaning charges (Optional)

Mandatory for all functions with more than 150 attendee that only covers vacuuming of premises

Additional charges will apply for moving of chairs / tables and removal of trash. See Contact Rental Administration for details.

If facility is returned in "As Is" condition, deposit will be returned. Decision of HBFNC Rental Committee will be the final in all respects.

All days	\$100	\$25	\$25	\$25
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Setup charges for wedding / music concerts

All days	\$100 for 2 Hrs Minimum additional \$50/hr.	\$50 for 2 Hrs Minimum additional \$25/hr.	N/A	N/A
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NOTE:

Security Deposit and Facility Rental Check should be payable to "Hindu Bhavan, Fayetteville, NC" with current date. Memo section of the check should indicate date and name of Facility requested for the event. Mail check and application to:
Hindu Bhavan, P. O. Box 87225, Fayetteville, NC 28304 OR drop in the Rental Red Box located at the temple.

HBFNC Facility Rental Contract Terms and Conditions:

1. Reservation for rental facility to be submitted preferably at least 30 days in advance.
2. Requests submitted fewer than 10 working days before the scheduled event may not be processed.
3. All facility reservation requests must be accompanied with completed form (download facility rental form from www.hindubhavan.org – then go to RENTAL TAB) or available at the Temple Hall.
4. Appropriate security deposit and facility rental check as per guidelines on rental form must accompany this form. **(Rental application will not be processed without check)** Checks should be dated the same as application date.
5. All details listed in the form should be clearly filled and forms will need to be signed by the renter. Unsigned or improperly filled forms will not be accepted and/or approved. Member agrees to all the rental rules and regulations by signing the rental application.
6. For Main Hall – Morning rental starts from 8:00am and afternoon rental starts from 4:00pm.
1 Hour set up time for morning rental will start at 7:00am and for afternoon / evening rental starts from 3:00pm.
7. Rental includes use of Hall, Stage/Lighting. Outside Audio Technician can be arranged at additional cost. Audio system and kitchen facility used for food warming/cooking will be charged additional fees.
8. **Only vegetarian food is allowed. Alcoholic beverages and Non-Vegetarian food is not allowed. Smoking is not permitted in the complex/premises.**
9. Renter MUST clean bathrooms and vacuum the hall carpet. Renter is responsible to take out all trash and trash bags to dumpster and remove any unnecessary items left behind in the hall.
10. Renter is responsible and **DOES NEED TO CLEAN THE KITCHEN AREA**. Take all leftover food and garbage from kitchen area and return it in neat and clean condition.
11. Renter is responsible to put and store all chairs and tables back at designated area in a proper manner.
12. Facility premises are expected to be handed over in a clean condition as per the rental checklist. Security deposit will be returned after the HBFNC rental committee has determined that the premises were left in the original condition.
13. Renters will be liable for all damages to HBFNC facility and equipment rented and is liable to pay for repairs. HBFNC rental committee will be the final decision making authority on the amount of charges.
14. Size of the group being served will be a factor taken into account during reservation of the premises.
15. For weddings, the hall rental shall not be less than 6 hours. Setup will be charged as additional hours. Early check-in to do setup may not be allowed.
16. Only religious and entertainment events will be allowed in the temple hall with the approval from religious committee. Any other event must be pre-approved in order to be held in temple hall by HBFNC Board. This is to maintain the sanctity of the temple hall.
17. For any event being hosted in the temple, the partition/curtain separating the temple from the God's area will be drawn. This is to ensure that devotees, who come for prayers are not disturbed.
18. For temple hall, kitchen, classrooms & hallways, individuals MUST remove their shoes. Shoes are not allowed to be worn in these areas of HBFNC any time.
19. Posting flyers on HBFNC premises is not allowed, unless pre-approved.
20. Items such as tables & chairs are not allowed to be moved from one area to another unless it is approved by rental committee in advance.

Payment Terms and Conditions:

1. Hall rentals will be allocated on first come first served basis and subject to availability.
2. Payment for security deposit and facility hall rental charges MUST be made along with the submission of the rental facility form at the time of reservation to process the application.
3. Security deposit and facility rental amount to be paid by check. Two separate checks to be given for security deposit (30% of rental) with event date (post date) check and full amount of facility rental charge with current date check.
4. Security deposit will be returned in 30-45 days

5. Make all checks payable to **“Hindu Bhavan, Fayetteville”** and in the memo please mention the date and requested facility. Cash payment for rental is not allowed.
6. Application will be processed and reservation will be confirmed only when the security deposit and facility rental payment is received. If a reservation is cancelled or postponed, amount will be returned in accordance with the Cancellation Terms and Conditions.

Cancellation Terms and Conditions:

1. Cancellation requests have to be presented in writing or email to Hindu Bhavan Rental Committee. Forfeited money will go towards donation to HBFNC.
2. Refund of “Facility Rental Fees” (Not security deposit) will be as follows:
3. \$25 administration fee will be charged by default for all cancellation / charges.
4. 100% refund of facility rental fees – if reservation request is cancelled 90 days before the event.
5. 100% refund of facility rental fees – if reservation request is cancelled 60 days before the event.
6. 50% refund of facility rental fees – if reservation request is cancelled 30 days before the event.
7. No refund of rental fees - if reservation request is cancelled 15 days before the event.
8. Any returned check will be charged a fee of the bank charges \$35 plus \$15 processing fee with total fee of \$50.

Note: Any exception to the payment or cancellation policy will need to be presented in writing or email to HBFNC Rental Committee and will have to be approved by the HBFNC board.

Note: HBFNC does not allow taking any of the contents/property of HBFNC outside of Hindu Bhavan premises, such as chairs, tables, audio system, microphones, fans, electrical cables, ladders and/or other such items. HBFNC does not rent these items to anyone. Any and all Hindu Bhavan property needs to remain on premises.

Annexure Z – Following are the type of events allowed to be hosted in the Hindu Bhavan premises:

Only religious and entertainment are allowed in the temple hall. Floor dancing is allowed but hall floor MUST be returned in the original condition. Traditional cultural music events can be organized in temple hall with HBFNC Board’s approval.

Event Type	Temple Hall	Classroom-1	Classroom-2 & 3	Classroom-4 & 5
Wedding Anniversary	Allowed	Not allowed	Not allowed	Not allowed
Birthday & Graduation	Allowed	Not allowed	Allowed	Allowed
Wedding, baby shower, memorial service	Allowed	Not allowed	Allowed	Allowed
Namkaran (Thread Ceremony)	Allowed	Not allowed	Not allowed	Not allowed
Entertainment Program (Dance, drama, music)	Allowed	Not allowed	Not allowed	Not allowed
Educational Classes	Allowed	Not allowed	Allowed	Allowed
Katha/Religious functions	Allowed	Not allowed	Not allowed	Not allowed
Regional/Social/Cultural	Allowed	Not allowed	Not allowed	Not allowed
Youth Camp/Health Camp	Allowed	Not allowed	Allowed	Allowed
Conventions/Exhibitions for educational purpose only	Allowed	Not allowed	Not allowed	Not allowed

Fund raising events (HBFNC reserves right to charge entry fee in addition to the hall rentals for fund raising events)	Allowed (Only with the permission from HBFNC)	Not allowed	Not allowed	Not allowed
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NOTE: Hosting of any event other than those listed above will required to be approved by HBFNC Board. Discretion of the HBFNC rental committee will be final to determine the type of event to be hosted in its premises and the rental facility charge for the event. HBFNC reserves the right to change facility rental pricing without notice. Code of conduct must be followed while renting HBFNC premises. HBFNC reserves the right to refuse approval for hosting an event in its premises.