



Rental Agreement

Today's Date: _____ Name: _____

Email: _____ Telephone No: _____

Full Address: _____

Event Information: (Please note: Temple is closed at 8:00 pm)

Date of Event: _____ Start and End Time of Event: _____

Description of Event: _____ No. of People: _____

Prayer Hall Auditorium Both

Please select one that best accommodates your event
(Capacity: Prayer Hall 400; Auditorium 250 with table setup, Theatre style 350)

Facilities Available	Description	Unit Price	Total Rental
<u>Non-Wedding – Birthday/Anniversary/Memorial/Satsang</u>			
Auditorium Only	No use of kitchen for cooking	<input type="checkbox"/> \$1200.00	
	Use of kitchen for cooking	<input type="checkbox"/> \$1500.00	
Prayer Hall and Auditorium	No use of kitchen for cooking	<input type="checkbox"/> \$2100.00	
	Use of kitchen for cooking	<input type="checkbox"/> \$2400.00	
<u>Wedding</u>			
Auditorium	No use of kitchen for cooking	<input type="checkbox"/> \$1800.00	
	Use of kitchen for cooking	<input type="checkbox"/> \$2100.00	
<u>Extra Charges</u>			
Kitchen	Use of kitchen when food is catered	<input type="checkbox"/> \$150.00	
Audio/Video	Use of auditorium audio/video	<input type="checkbox"/> \$150.00	
Other		<input type="checkbox"/>	
Refundable Damage Deposit			\$500.00
Security	Outside security guards to control guests during the event	<input type="checkbox"/> \$50.00/hr x _____ hr	

Total Charges \$ _____

Deposit Date: \$ _____

Balance Due Date: \$ _____



For Accounting Use:

Deposit: **Deposit Date:** _____ **Deposit Amount:** _____

Balance: **Balance Date:** _____ **Balance Amount:** _____

Total Amount: _____

Conditions of Agreement- Please Read Carefully

1. A minimum **deposit of \$500.00** is required at the time of booking, and the balance due is to be paid by bank draft or certified cheque at least 7 days before the event. Bookings are non-transferable, and post-dated cheques will not be accepted as deposits.
2. This booking is only confirmed once the final and full payment is made and the contract has been signed by the applicant at least 7 days before the event.
3. Devi Mandir reserves the right to cancel this event in an emergency.
4. Cancellation of a booking must be made in writing 14 days before the event in order to be eligible for a refund of the deposit.
5. Smoking is prohibited in the building. No smoking within 15 feet of the building.
6. No shoes, food or beverages are allowed inside the Prayer Hall or any area of the 2nd floor.
7. **NO ALCOHOL OR MEAT CONSUMPTION ALLOWED** on the Mandir property.
8. Wall decorations are allowed, but only with adhesive tape.
9. Applicants will be responsible for any damage to the property arising from the use of facilities, even if the cost of such damage exceeds the Damage deposit. The Damage deposit is refundable in case of cancellation of the event. Otherwise, the amount (less any damages incurred) shall be refunded within 14 days of the conclusion of the event.
10. The facility will be used only on the date(s) and time(s) specified and only for the purpose named.
11. Devi Mandir will not be responsible for personal injury or damage or for the loss or theft of property of any individual attending on the invitation of the applicant or any persons contracted by the applicant.
12. The Applicant shall be responsible for the conduct and supervision of all persons admitted on the premises of Devi Mandir.
13. Unnecessary noise which disturbs the peace, quiet, or comfort of any person in any residence, place of business, etc., in proximity to Devi Mandir shall not be permitted.
14. All exits must be free from obstruction in case of fire or emergency.
15. The Applicant must ensure all persons admitted to the function have vacated the premises by the end of the agreed time.
16. The Applicant is responsible for ensuring that all belongings are removed from the facility at the end of the rental. Applicants will be charged for any extra time by the hour at \$100.00 per hour.
17. Outside catering should be strictly vegetarian food - no eggs, fish or animal by-products are allowed on the premises.
18. The applicant is responsible for removing all items brought in for the function.
19. All decorations must be removed from walls and tables and placed appropriately into the garbage.



Signatures

I acknowledge that I have received, read, and understood the terms and conditions provided in this contract and have been given full opportunity to discuss the matters outlined above and that I consent on my own free will to abide by them.

Applicant Name (print)

Signature

Date

Prepared by: Mandir
Volunteer (print)

Signature

Date

Approved By: Office
Director (print)

Signature

Date

Approved By: Treasurer
(print)

Signature

Date