

## **CULTURAL HALL / CLASS ROOM BOOKING. Effective Date February 1, 2023**

Date & day of planned event use. Rented before? Yes/No If, so how many times†  
Today's date

Name of Primary contact person:

Name of alternate contact person:

Address (Number, Street, City, State and Zip)

Contact Phone(Home, Mobile or Work)

Alternate Phone(Home, Mobile or Work)

Prefarred email (Home or Work)

Alternate email (2) (Home or Work)

Member of Durga Temple Yes No

If not, please consider becoming:

Annual Life Member

### **CULTURAL HALL BOOKING:**

Maximum Occupancy 270 (with Tables and Chairs)

(Sundays are designated for Education & Bhandara. If available for other use, it must be restored & vacated by 3PM; other days by 10PM)

From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM Total # of Hours \_\_\_\_\_ (INCLUDE SETUP & CLEANING TIME)

Renting for \_\_\_Pooja\_\_\_Cultural\_\_\_Wedding\_\_\_Meeting Educational\_\_\_Other \_\_\_\_\_

### **CLASSROOM BOOKING:**

Class Room # 1 \_\_\_\_\_

Class Room # 2 \_\_\_\_\_

From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM Total # of Hours \_\_\_\_\_ (INCLUDE SETUP & CLEANING TIME)

Renting for \_\_\_\_\_Pooja \_\_\_\_\_Cultural \_\_\_\_\_Wedding \_\_\_\_\_Meeting Educational\_\_\_Other \_\_\_\_\_

KITCHEN USE: Will you use the Kitchen† Yes No If so, please specify for Warming cooking

With cultural hall rental, kitchen is available at \$150/- FOR WARMING. You must follow rules and regulations.

Charges for Cultural Hall: \$950.00 for 4 hours. Minimum hall reservation is for 4 hours. Add \$125.00 for each additional hour. Charges for Cultural Hall from Monday to Thursday: \$ 950.00 for 4 hours. Minimum hall reservation is for 4 hours. Add \$125.00 for each additional hour. For CLEANING after the event, you have to pay extra to the cleaning person. FOR EACH CLASS ROOM \$50.00 for each hour. Minimum reservation is for 2 hours. Add \$20.00 for each additional hour.

1. Refundable Security Deposit is \$500.00. It will be returned if the facility is left in good condition with no damage or any breakages. etc.
2. All Payments are due at the time of Booking. Booking cannot be confirmed without payment.
3. For Functions devoted for Hindu, Religion, Education or Cultural activity by Registered Non-Profit organization please provide the Registration letter with name and tax ID Number as a proof of NGO status. There is a 30% discount on the rental charges for such NGOs. This concession will be subject to the approval of the President of the Executive board.
4. No Alcoholic beverages/Non-vegetarian/Eggs are allowed to be served in the Temple anywhere. For Celebration, Cakes must be Eggless.
5. Clnaning after the function is the responsibility of the party renting the facility. Fine cleaning is done by the Temple Cleaning person at additional charges.
6. Rental Charges include the use of Table and Regular Chairs.
7. Audio / Sound, Video system are available for use with additional charges of \$250.00
8. Children need to be supervised at all times. One parent must be present with any child under 14.

I confirm that I have received and read the "RENTAL TERMS AND THE DISCLAIMER" and agree to abide by them.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **FOR OFFICE USE.**

Booking confirmed: \_\_\_\_\_ Full Payment received? \_\_\_\_\_ On \_\_\_\_\_

Amount Received: \_\_\_\_\_ By Credit card, Cash or Check \_\_\_\_\_ On \_\_\_\_\_

Check Drawn on \_\_\_\_\_ Bank

Security Deposit: \$300.00 Check # \_\_\_\_\_ On \_\_\_\_\_

NOTE: IN CASE OF EMERGENCY, LOOK FOR EXIT SIGNS AND GO OUT IN THE OPEN PARK OUTSIDE. CONTACT MANAGEMENT  
703-690-9355/ 703-726-3760

# RENTAL TERMS and CONDITIONS

Durga Temple  
8400 Durga Place, Fairfax Station, VA 22039

1 February, 2023  
<http://www.durgatemple.org>  
Tel. No.: 703 690 9355

## CULTURAL HALL/CLASSROOMS USE TERMS & CONDITIONS

1. Rental reservations can be made a maximum of **six** months in advance.
2. On Sundays, the use of the Cultural Hall and classrooms is designated for Education. If these facilities are available for rent for other use, they must be cleaned, restored to original configuration and vacated by **NO LATER** than **3:00 PM**.
3. Unless special permission is granted, the hall rental must be vacated by 10:00 PM – Mon. thru Sat.
4. Rental charges include use of tables and chairs.
5. Audio/Sound system are available for an extra charge.
6. Set up and cleanup must be **completed within** the reserved time. Please be considerate to other users.
7. Chairs and tables etc. must be properly **folded and stacked** after use against the wall in the area outside the hall (between the two classrooms).
8. Trash must be removed from all areas of use including kitchen. It shall be deposited in the dumpster.
9. All decorations for the event shall be put up and removed at the end of the event by the user **without any damage** to the temple property (walls, ceilings, floor, windows etc.). No push pins or sticky tape is to be used.
10. No permanently anchored **fixtures will be removed** without permission of the management.
11. The guidelines by the Kitchen/Bhandara coordinator for kitchen use must be followed.
12. **Alcohol and/or non-vegetarian** food shall not be served in the hall or anywhere else on the temple premises/compound. **Use of onion and garlic** is prohibited in cooking.
13. The security deposit check will be returned only if hall/classrooms are left in good condition.
14. Stage is not to be used other than stage shows. No sticky tape/nails are to be used at the stage.
15. Durga Temple is **not responsible** for any item left in the temple after the event.

## CANCELLATION

1. Should the temple need the hall or classroom for a temple sponsored event, a booked space may be cancelled by the temple management. **At least four months** in advance notice will be given and monies will be refunded.
2. Other reservation cancellations **must be made in writing**. Rental fee will be refunded as follows: 25% if 2 weeks notice or less; 50% with 2 and 4 weeks notice; 75% with 5 and 9 weeks notice; a full refund with 10 weeks notice. All security deposit will be refunded in case of cancellation.

## DISCLAIMER

Lessee (person/group renting the hall and/or classrooms) understand and expressly agree that Durga Temple (Lessor) shall not be responsible or liable for any loss or damage to property or person or injury of any kind whatsoever or loss of life to lessee or any person associated or may become associated with lessee in any manner, directly or indirectly including but not limited to agent, employee, representative, any hired person or worker, volunteer, supporter in any capacity, helper, assistant, personal or business associate, partner, attendee, invitee, guest, family member and friend. Lessee assumes any kind and all responsibility for any loss or damage to property or offense or injury of any kind whatsoever, loss of life to anyone who visits Durga Temple premises or compound due to Lessee's renting or occupying the temple premises or compound.

Date of planned use \_\_\_\_\_ Name \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_