



HINDU TEMPLE & 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

1. **RESERVATION:** Permission is required for use of all HTCS facilities. Applicants should have a copy of the **HTCS PERMIT** with them before the start of the event. All facilities shall be scheduled on a space available basis. All groups making use of HTCS facilities must abide by the HTCS general rules, regulations, and policies. The HTCS Facility Management may revoke permits where there has been a violation of these regulations.

Consuming of **ALCOHOLIC** beverages, or possession of harmful **WEAPONS, CONTROLLED SUBSTANCES** or **ILLEGAL DRUGS** are **prohibited** anywhere on the premises. **SMOKING** of any kind is strictly prohibited on the premises. Solicitation of any kind is not allowed on the property of HTCS.

FOOD: Only **Vegetarian Food** is allowed on the premises. **Non-Vegetarian** food of any kind, i.e.. Meat, poultry, fish, eggs, etc., is **prohibited**. The kitchen may only be used for warming various foods; Cooking is not permitted in the building. Normally, eating is permitted only in the designated dining area.

2. **Whenever a Priest is required, only the Temple Priest must be utilized. If the party wishes, a second priest of their choice, in addition to the temple priest, can be brought in for the function. Homam is not to be performed on the Main STAGE in the auditorium under any circumstance. No exception. If a party wishes to use the stage for marriage, use designated areas only for Homam. Consult with the priest before booking the hall.**
3. **POSTERS** and **DECORATIONS** are allowed with prior approval in designated areas **ONLY**. Posters should be put on Bulletin Boards or on Easels and not on walls. All **DECORATIONS** must be flame-retardant. There shall be **NO distribution of pamphlets** or **sale of any article for private monetary gain** by an individual or organization using the facility unless specifically pre-approved by HTCS. **Balloons are NOT allowed** in the auditorium. Balloons get tangled, burnout and damage the ceiling fans. Damage charges will be collected.
4. **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. HTCS has **the RIGHT TO DENY** the use of its facilities if the proposed event is not in the best interest of HTCS and the community in general. No persons shall engage in any disorderly conduct or participate in any game of chance not permitted by the laws in the State of New Jersey. Facilities may not be used by any organization, which has as one of its objectives the overthrow of the Government by force, or by other unlawful means, or by an individual group or Organization deemed subversive, as defined by the State of New Jersey. **Parties are not allowed to sublet the place for booths or tables to vendors for sale of any items.**
5. No group or persons will be admitted into the facility before the time set forth on the permit. HTCS is **NOT RESPONSIBLE** for accidents, injuries or loss or damage of personal or rented property.
6. **PARKING** or driving any motor vehicle in areas other than those designated is prohibited. Parking is not allowed on the street. **Parking on OLD FARM ROAD is not permitted.** **POLICE** (from Bridgewater Township) if required, must be pre-arranged through HTCS and paid by the group organizing the event.
7. **CLEANING:** Groups using the HTCS Facilities are responsible for cleaning the facilities and pay for any damages caused to HTCS Facilities. **All garbage must be BAGGED and kept in the Dumpster OUTSIDE. The place must be vacuum cleaned/broomed before leaving. If facility is not returned in a clean, proper condition, or if there is any breakage or damage to furniture, equipment, or facility, **costs will be deducted from the Deposit**, and, if needed, the group **will be required to pay any additional amounts as determined by HTCS.****

8. **FINANCIAL RESPONSIBILITY:**

DEPOSIT: All groups must pay a **\$250 Deposit** with the application for the auditorium and Kalyana Mandapam and \$180.00 for the Old Sannidhi hall and **produce a Certificate of Liability Insurance**. Failure to provide all information in detail or providing false information will result in denial of requested use of facilities. No reservation is confirmed without paying the deposit. In case, the event is preponed or postponed, rules for cancellation policy apply.

INSURANCE requirements: Any Organization/Group staging an event at the HTCS Facility must have LIABILITY INSURANCE for at least \$1,000,000 - SINGLE LIMIT. This stipulated minimum must be part of a general liability policy covering the event. "Hindu Temple and Cultural Society of USA, Inc. Sri Venkateswara Temple" is to be named as an "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 the HTCS facility. Certificate must be submitted to HTCS office before the event. If requested in advance, **HTCS MAY BE ABLE TO ARRANGE INSURANCE COVERAGE** to the Organization/Group staging an event at the HTCS Facility by taking an additional coverage on their policy.

9. **TENTS** are not allowed .

10. **10. FACILITY CHARGES: (Subject to Revision without Notice)** *(Make checks payable to HTCS)*

This permit is not transferable to another party/organization.

	*Member Rates	Non-Member Rates
From 8:30 AM to 8:30 PM ONLY Normal Temple Hours	Patron or Life- Members *(Must have paid at least \$1,000)	Non-Members or Private Functions Associations/Organizations (or Partially-Paid Members)
1. Auditorium Only: Max 180 people		
Rental : (Up to 5 1/2 Hours occupancy)	\$300	\$360
- Additional Rental (Beyond 5 1/2 Hours) :	\$50 per Hour	\$60 per Hour
Whole day (8:30am to 8:30pm)	\$550	\$660
Can serve food in the auditorium (6 tables are included for use).		
2. Old Sannidhanam Hall Only: Max 80 people		
Rental : (Up to 4 Hrs. occupancy)	\$180	\$220
- Additional Rental (Beyond 4 Hours) :	\$45 per Hour	\$55 per Hour
- Can serve food in area (4 tables are included).		
Whole day Sannidhanam (8:30 am. to 8:30 pm.)	\$450	\$550
3. Auditorium + Old Sannidhanam Hall		
Rental : (Up to 5 1/2 Hours occupancy)	\$480	\$580
- Additional Rental (Beyond 5 1/2Hours):	\$95 per Hour	\$115 per Hour
- Maximum 250 people		
Whole day Auditorium&Sannidhi Hall(8:30am-8:30pm)	\$900	\$1100
4. Kalyana Mandapam (Up to 5 1/2 Hrs. occupancy) .Can serve food. Max 180 people	\$500	\$600
(Rented as is, check with manager for details) Old Sannidhanam Hall for Dining when renting Kalyana Mandapam	\$100	\$125
Additional Rental (Beyond 5 1/2 Hrs for both) Kalyana Mandapam	\$125 \$90	\$150 \$100
Whole day Kalyana Mandapam 8:30am to 8:30pm.	\$900	\$1050
Whole day Kalyana Mandapam & Old Sannidhi	\$1050	\$1250
Kitchen Use for Warming Only	\$50	\$50
Cleaning Charges (see rule #7)	Sannidhi \$60; Auditorium \$100; Kalyana Mandapam \$100; Sannidhi & Auditorium \$150; Sannidhi & Kalyana Mandapam \$150;	Sannidhi \$60; Auditorium \$100; Kalyana Mandapam \$100; Sannidhi & Auditorium \$150; Sannidhi & Kalyana Mandapam \$150;
Insurance Fee (*see rule #8)	No Charge	\$50

PLEASE NOTE:

If an admission fee is collected or donations are solicited, the program is not treated as private and non-member rates apply.

Please Note that the halls are rented for AM and PM Sessions as follows--Morning session to close at 2:00pm, If any member wants to rent beyond 2:00pm, even within the 4-5 1/2 hour time limit per session, they have to pay daily **rate \$550.00**(8:30am to 8:30pm) for the auditorium and \$450.00(8:30am to 8:30pm) for the Old Sannidhanam Hall. Others pay Non member rates. Whole day rate for Kalyana Mandapam, members pay \$900.00, and non-members pay \$1,050.00. The hours allowed are for occupancy time and include (pre and post) event preparation/cleaning time. Additional hourly rate between 6:30 am -8:30 am and 8:30pm 10:30pm.

Occupancy for any part of an hour will be counted as one full hour for rental charges.

Cancellation Policy: The following charges apply for canceling a booking and refund amounts are as follows:

Cancellation by the same person making the reservation only will be accepted. A signed letter mailed or faxed will be accepted for proper credit to the account. Phone cancellations are not acceptable, as we cannot verify authenticity of the caller.

If the party wishes to use the same facility at a different date, if space is available, within 12 months from the date of cancellation, the money will not be refunded, but used for the new date and time. This change is allowed only once. If for any reason, the program needs to be canceled again, no money refunded or no new booking will be allowed. This has to be decided at the time of first change, whether to receive money or to rebook for another date.

	Cancellation fees	Refund amount
<u>Kalyana Mandapam and Auditorium:</u>		
Canceled 60 days before the event	\$ 75.00	\$175.00
Canceled 30 days before the event	\$150.00	\$100.00
Canceled 15 days before the event	\$200.00	\$ 50.00
Canceled 1-14 days before event	\$250.00	none
<u>Old Sannidhi Hall:</u>		
Canceled 60 days before the event	\$ 55.00	\$125.00
Canceled 30 days before the event	\$105.00	\$ 75.00
Canceled 15 days before the event	\$140.00	\$ 40.00
Canceled 1-14 days before event	\$180.00	none

Additional Charges for using the Auditorium and Kalyana Mandapam for Decoration:

Auditorium: If the party wants to use the Auditorium for decoration prior to the event, the day before or the slot before the after noon booking, they have to rent the previous slot and pay the prescribed charge. If the Auditorium is not booked by any one prior to the rented slot, and as determined only 12 hours prior to the event, the party can request to use the auditorium, on an hourly basis at half the regular charge during temple open hours only. This is not guaranteed and can only be determined 12 hours prior to the event time. Temple is not responsible for any loss or damage to the decorations left over night or prior to the event.

Kalyana Mandapam: For using the Kalyana Mandapam to decorate the prior day or the slot before the event, the party can rent the slot before the event for \$300.00 during temple hours.

Temple hours on week days, 8:30AM – 11:30AM & 4:30PM - 8:30PM

Temple hours on week days, festivals and national holidays, 8:30AM - 8:30PM

For Reservations and further Information, please contact the Temple Manager at (908) 725-4477 during temple hours.