

Bharatiya Temple and Culture center (BTCC)
3050 N. Cleveland Rd. Lexington, KY 40516
(859)-294-4277 Web : www. btccy@org Email: info@btccy.org
A non-profit organization-Tax ID # 31-1557332

BTCC HALL RENTAL CONTRACT

Devotee's Name : _____ Email: _____
 Address: _____
 Cell Phone: _____ Home/Work Phone: _____

Rental Day(s) : From _____ (mm/dd/yy) Time : _____
 To : _____ (mm/dd/yy) Time: _____
 Function : _____ Number of Guests: _____

Responsible Person or Organization for charges & Rental Issues

Name: _____ Cell No: _____ Email: _____

CHARGES	BTCC SUPPORTED EVENT	PRIVATE FUNCTION EVENT	
		MEMBER	NON-MEMBER
MONDAY - THURSDAY			
6 HRS. OR LESS	FREE	\$ 150 []	\$ 200 []
ABOVE 6 HRS.	FREE	\$ 200 []	\$ 300 []
FRIDAY - SUNDAY			
ALL DAY RENTAL ONLY	FREE	\$ 400 []	\$ 600 []
CLEANING - NO FOOD SERVED	\$ 250 []	\$ 250 []	\$ 300 []
CLEANING - W/ FOOD SERVED (BTCC will provide table cloths)	\$350 []	\$350 []	\$450 []
SET UP - CHAIRS ONLY	\$100 []	\$100 []	\$ 150 []
SET UP - CHAIRS & TABLES BOTH	\$200 [] [*]	\$200 [] [*]	\$250 [] [**]
BIG POTS RENTAL & CLEANING	\$ 25 []	\$ 25 []	\$ 50 []
Practice Session Free- First day Charges apply for additional days	FREE	# of Days x \$100= \$___	# of Days x \$100= \$___
MEMORIAL SERVICES Prayers and Bhajans Restrictions Apply	N/A	\$350	\$400
TOTAL			

Rental application will be approved after checking the availability of requested date(s)
Renter will be responsible for any damage or misuse of audio equipment.
*** 6' round table & table cloth add \$15/table (max 10) ** 6' round table & table cloth add \$20/table (max 10)**

Rental Payments: Full payments are expected with this application- **Checks only**

Mail Payment : Check payable to: BTCC & Mail to Arun Patel, 3573 Gloucester Drive, Lexington, KY 40510

Any extra services utilized will be billed later and payment expected within 5 days

I acknowledge receiving the Rental Terms and Conditions.

Renter's Signature : _____ Cell phone: _____

Contact for Rental Hall Inquiry & Rental Payments: Arun Patel : 859-229-5613

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Auditorium Renting Rules & Policy

This agreement shall be between _____, here on referred to as the ‘renter’ and the **Bharatiya Temple and Cultural Center**, hereon referred to as ‘BTCC’ on this _____ day of _____ (month), 201__.

1. AUDITORIUM RESERVATION & CANCELLATION:

Devotee must first check the availability of Hall by contacting the people listed on rental form. If available, then fill out Majmundar Auditorium Rental Contract; reserve date(s), and pay in advance all applicable charges. All payments must be made by valid checks or money order made out to ‘BTCC’. No cash or credit cards are accepted for reservations. Checks returned due to insufficient funds or closed accounts will be charged a \$50 returned-check fee.

Any extra time requested before and/or after the scheduled event for decorations, practice, food preparation, hall arrangement will be subject to an additional charges of \$50/hour.

Only the initial reserver will be allowed to request a cancellation. Cancellations should be made via sending a written letter addressed to BTCC at 3050 N. Cleveland Rd, Lexington, KY 40516. Phone cancellations will not be accepted.

A one-time modification to reservation maybe made; granted, the current event’s date is more than 30 days away from the time of the request. Monies paid for the reservation maybe transferred to the new reservation, as long as the new date is within 12 months of the original event. If for any reason, the program needs to be cancelled again, all monies paid will be forfeited.

<u>Refund policy*</u> :	60 days before the event-	100% refund
	30 days before the event-	50% refund
	15 days before the event-	25% refund
	1-14 days before the event-	0 % refund

*Note: The cancellation will be counted from the date of the postmark of the ‘request-for-cancellation’ letter. No exceptions.

2. FACILITY USAGE RULES :

- a. Consumption of alcoholic beverages, illegal controlled substances or drugs are strictly prohibited on temple premises, including the parking lot.
- b) Smoking inside the building or 25 feet of any entrance is strictly prohibited.
- c) Only vegetarian food is allowed on the premises. Non-vegetarian food of any kind such as meat, poultry, fish, eggs, etc. is not allowed.
- d) No decorations are allowed on the ceiling or walls without prior approval from the temple authority. All decorations must be flame resistant. Balloons, confetti, or sparkles are not allowed. Any damage to the property as a result of decorations will be the responsibility of the renter of the auditorium.
- e) Political activities or campaigning are not permitted on temple premises.
- f) Admission charges or collections are strictly prohibited without prior written approval of the Executive Committee.
- g) The renter of the facility will be required to submit proof of general liability insurance, and will be for any and all damages arising out of or as a result of the use of the Temple facilities.
- h) Parking or driving any motor vehicle in an area other than those designated is prohibited and will be towed at the owner’s expense. Parking on yellow line area will be towed. Police and parking management , if required, must be paid by the group organizing the event.
- i) User will comply with all Federal, State, and local laws, regulations and/or ordinances.
- j) Playing with fire alarm and activating it without any cause, by any attendee, will result in a fine of \$500 to the renter.
- k) Memorial services have restrictions such as (1) can’t use temple area but only auditorium (2) extra charges for serving food (3) can’t bring deceased person on the premises.

The renter agrees to indemnify and hold the temple , all trustees, all officers, other members, agents, and/or employees of the temple harmless from and against any and all claims, damages, losses, liabilities, demands, costs, and causes of action of any nature whatsoever and from any expenses including attorney fees arising directly or indirectly out of as a result of the use of the facility by the user and /or user’s guests, including bodily injury, sickness, disease or death or injury to or loss of tangible property , including but not limited to termination of rental agreement and loss of use resulting there from. The law of the Commonwealth of Kentucky shall govern this agreement during and past its expiration.

Severability. The invalidity or unenforceability of any provisions of this agreement shall not affect the validity or enforceability of any other provision of this agreement, which shall remain in full force and effect.

I agree with the above terms and conditions and shall comply unconditionally with this agreement.

Renter’s Signature : _____