

**HINDU TEMPLE AND CULTURAL CENTRE (HTCC)**

**WEBSITE: [www.hmccw.org](http://www.hmccw.org)  
7007 Enterprise Way, Windsor ON N8T 3N6 (519) 966-3390**

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**Facility Use Donation**

**Date of Use:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Purpose of Use:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	Mark All	Donation
Pooja / Prayer Room (Private Function)	<input type="checkbox"/>	
Malempati Cultural Centre (MCC) - Less Than 4 hours (Maximum 100 count) - no kitchen use; Non-Profit Orgs.	Mon - Thur	\$100.00
MCC - Less Than 4 hours (Maximum 100 count) - no kitchen use	Mon - Thur	\$150.00
MCC - Less Than 4 hours (Maximum 100 count) - no kitchen use	Fri - Sun	\$300.00
MCC - Less Than 4 hours - include kitchen use	Fri - Sun	\$450.00
MCC / Kitchen Use and Cleaning - Full Day (4 + hours) - 8.00 am till 12.00 am		\$750.00
MCC - (Decorator's set up or prior kitchen use for food preparation and after midnight usage)		\$40.00 / hour
MCC / Kitchen Use - Non-Profit Organization - Full Day		\$600.00
MCC - Non-Profit Organization - Full Day		\$500.00
Kitchen Facility Use (Outside Catering)		\$50.00
Kitchen Facility Use including Pots, Utensils etc		\$150.00
Sound System (Audio Committee)		
Overhead Projector Screen		
Marriage Ceremony (Marriage Ceremony Only -Pooja Room, 1 Full Day -Malempati Cultural Centre, Kitchen, Cleaning / plus Day before for Decoration and Cooking - if required)		\$3,500.00
Paper Product Supplies (Dinner plates, glass, bowl, napkin, spoons)		\$1.00 / person
Deposit - 25% of Rental or \$100.00, whichever is higher (Non-Refundable)		
Stage Use - 12 feet x 12 feet - including skirting (Max 6 people on stage)		\$150.00
Stage Use - 12 feet x 16 feet - including skirting (Max 10 people on stage)		\$200.00
Stage Use - 16 feet x 24 feet - including skirting (Max 15 people on stage)		\$375.00
Stage Use - smaller set up -		\$1.25 / sq. ft
Stage Back Drop (Red)		\$75.00
Cleaning Charge (Cultural Centre, Hallway, Garbage, Washroom clean up) - mandatory - Rate per usage	\$50	\$100
Security Deposit - (Refundable)		\$200.00
Cleaning Charge (Kitchen Hall / Utensils) - mandatory - Rate per usage		\$100.00
<b>Total Facility Usage:</b>		
Deposit Collected for event (see clause 24 in terms)		
Balance of Facility Usage - Payable in Full a week before event		
Insurance Policy Provider:		
Insurance Policy Number:		
Insurance Telephone Contact:		

<b>Funds Collected:</b>	<b>Total</b>		
		<b>Cheque</b>	<b>Cash</b>

**Receipt Number:** \_\_\_\_\_

**Received By (Print Full Name):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Please use additional Page to write down full Details and Lay out of MCC Hall.

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**Terms and Conditions of Use of Facilities**

- 1 Facility will be inspected by Patron and Custodian or Committee Member and any adverse conditions will be noted on Form prior to use of the Facilities.
- 2 By signing this document, the user agrees to pay any damages / losses to the property and takes full responsibility of the guests that attend the event.
- 3 User will comply with all federal, state, and /or local laws, regulations, and /or ordinances.
- 4 The user will be responsible for any legal liabilities that might arise because of the event.
- 5 User 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 or 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 damage to or loss of tangible property, including but not limited to termination of usage agreement and loss of use resulting there from.
- 6 The User will have the responsibility to have and /or purchase adequate insurance to protect himself / herself, guests, and the Temple for any and all damages arising out of or as a result of the use of the Temple facilities.  
**Insurance Provider :** \_\_\_\_\_ **Policy # :** \_\_\_\_\_ **Telephone No:** \_\_\_\_\_
- 7 No political activities permitted on the Temple premises.
- 8 Except where incidental to the program, all other advertising, sale of merchandise, or distribution of printed material is prohibited.
- 9 Admission charges or collections are strictly prohibited without prior written consent by the Temple Board, unless such event is approved by Board.
- 10 A Floor plan for table and chair set up, stage set up etc. will have to be included with the form - free hand drawn plan acceptable.
- 11 No decorations are to be attached in any manner to ceiling, floor or any walls. No sticky tape, staples, tacks, nails, glue, etc. are to be used on the tables and/or chairs. Patron must inform decorators about this clause and Patron will be responsible for any damage caused whatsoever and agrees to reimburse HTCC for costs incurred to reinstate to original condition. Patron will be provided copy of Invoice from Vendor / Third party.
- 12 All decorations must be removed after the function /event as to agreed upon time. Patron is responsible to ensure Decorator or designated people are aware of this clause and time.
- 13 The permission to use the Temple Facility does not carry with it the use of any equipment or personal property of the Temple unless specifically requested at the time of application and there may be additional charge for the same.
- 14 No equipment or other personal property should be removed or rearranged without prior permission.
- 15 No smoking permitted in temple premises.
- 16 Absolutely NO ALCOHOLIC BEVERAGES PERMITTED IN OR AROUND THE TEMPLE PROPERTY/PREMISES.
- 17 NO NON-VEGETARIAN FOOD WILL BE COOKED, CONSUMED OR SERVED ON THE TEMPLE PREMISES.
- 18 A separate agreement between the Temple and caterer is required for clear communication of responsibility and standard of cleanliness.
- 19 Use of Kitchen Facilities, Utensils and other accessories for preparation of food for the event - the Patron or his designated group must follow the instructions on proper usage of the equipment. Any damage to the same will incur a charge for getting the same to working condition. Kitchen facilities, utensils and counters must be cleaned properly at conclusion of event and returned to same condition as taken.
- 20 (A) Cooking is restricted to Kitchen only (City Fire Code does not permit cooking in any other place).  
(B) Prior approval is required if any outside portable gas stove / cooking utensils that are to be used. Outside portable gas stoves will be allowed in designated area outside and all the items are to be recorded in writing. Items are to be checked by HTCC designate prior to items being brought in to premises and when leaving premises at conclusion of event.
- 21 Patrons are responsible to ensure that children are monitored for their event and inform everyone that the children refrain from accidentally pulling the fire alarm. Violation of this and resulting in a "False Alarm" whereby the Fire Trucks arrive and resulting in a fee will be charged to the Patron and must be paid in full. The copy of the Invoice will be provided to Patron.
- 22 All bookings are subject to availability.
- 23 Confirmation of Reservations: No reservations are considered confirmed by the HTCC or are binding to HTCC unless appropriate payments have been made to the HTCC.
- 24 Payments: For Confirmation of Reservation: 25% of total usage charges or \$100.00 (whichever is higher) must be paid to the HTCC before a reservation is confirmed. For Occupancy Permit: Remaining 75% of the charges must be paid to the HTCC before an Occupancy Permit is issued to the User. In case of the time difference between the reservation and the event date is less than 30 days than full amount of the usage charges must be paid to the HTCC to obtain the Occupancy Permit. Issuance of the Occupancy Permit: The Occupancy Permit must be obtained 30 days prior to the date of Usage. Payments accepted by Cash, Bank Draft or cheque (cheque must have been cleared via Bank before event).
- 25 All personal and rented items (outside) must be removed from the building after your event. No items are to be left for pick up the next day, unless prior arrangement. Any such items left after the event, will be disposed of by the cleaners and HTCC will not be held responsible. Prior discussion and approval is required for bringing in outside furniture / equipment.
- 26 Availability of Facility ahead of time: No Temple premises including Kitchen or Dining area will be available for occupancy ahead of agreed upon time filled out. If premises are needed for occupancy prior to the agreed upon hours, additional charges for additional hours must be received by the HTCC prior to Occupancy. Either a separate Occupancy Permit or an amendment to the original Occupancy Permit must be provided. In addition, additional charges will also be levied for extra hours of occupancy.
- 27 Cancellation: The User will forfeit the non-refundable deposit in case of a cancellation of an event. If the cancellation is a result of an unforeseen and/or exigent circumstance, such as medical emergency or death of the User and/or User's family member, the Temple Board may, at its discretion, decide to refund the non-refundable deposit. The decision of the Temple Board shall be final in this regard.
- 28 Fund raising at the temple is not allowed unless specifically approved by the HTCC Board in writing in advance of the event.
- 29 Only Temple-supplied furniture is to be used in the Temple premises. If there is need for additional furniture, User is advised to consult the Temple Office prior to seeking outside furniture and approval.
- 30 These terms & conditions are subject to change by the HTCC Board as and when required.

I agree with the above terms and conditions.

User's Signature: \_\_\_\_\_

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