



(Tax-Exempted Non-Profit Organization)  
 Address: 309 Aviation Parkway, Morrisville, N.C. 27560/ Phone: Temple (919) 481-2574

## HSNC FACILITY RENTAL FORM AND CONTRACT

### Renter Contact Details: (All details are mandatory)

HSNC Member:    Y / N (Non-members needs to pay listed Non-Member Fee Please)

Facility Requestor Name: \_\_\_\_\_

Organization OR Group Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact #: Residence (\_\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_

**MUST provide e-mail for communication/confirmation of Booking. Confirmation will be done by e-mail.**

**Event Details:** Personal Use - Group OR Organization - Non-Profit Organization - Religious  
 (Circle One)

<b>Facility Requested</b> (Circle Required)	Main Hall	Temple Hall	Mini Hall	Expected Attendance	
Event Date Date: mm/dd/yy	Start Date	End date	Start Time	End Time	Setup Time
<b>Addl. Requirements</b>	Audio / Hrs		Kitchen	Y / N	

(Print details on addl sheet if reqd)

**List details of any Additional Item(s) / Service you need for your event:**

(Print details on addl sheet if reqd)

**Acceptance of HSNC Facility Rental Terms and Conditions:**

I / We on behalf of my Group / Organization agree to all HSNC Facility Rental Terms and Conditions and pay the Security Deposit and Total Facility Rental Fees in full at the time of reservation. By my signature I declare that the renter listed below agrees to abide by the HSNC Facility Rental Contract Terms and Conditions and Facility Rental Policy listed on the HSNC website – [www.hsncweb.org](http://www.hsncweb.org)

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

**Signature of the Renter:** \_\_\_\_\_

----- Please DO NOT Write BELOW this LINE-----

**Detail of Rental Fees/Payment (For USE of HSNC Facility Rental Committee ONLY)**

<b>Facility Rental Fees</b>	<b>Audio Fees</b>	<b>Kitchen Use Fees</b>	<b>Cleaning Fees</b>	<b>Total Facility Rental Fees</b>
<b>Security Check #</b>	<b>Security Check Amt.</b>	<b>Rental Check#</b>	<b>Check Date</b>	<b>Check Amt.</b>

# ANNEXURE B

## HSNC FACILITY RENTAL FEES

(Effective for all rentals starting Jan 1st, 2010) HSNC Members enjoy approx. 25% discount

Days of week	Temple Hall (Min 4 hrs rental)	Mini Hall OR Meditation RM (Min 4 Hrs rental)	Main Hall (Min 6 hrs rental) Mini Hall Optional and Subject to Availability	Security Deposit
<b>Daily Rates</b> (From Mon 8:00AM to Thu midnight. Excluding long weekends and public holidays)	<b>Members</b> 4 Hr- - \$300 All Day- \$750 <b>Non-Members</b> 4 Hr - \$375 All Day- \$950	<b>Members</b> 4 Hr- - \$300 All Day- \$750 <b>Non-Members</b> 4 Hr - \$375 All Day- \$950	<b>Members</b> 6 Hr- - \$800 All Day- \$1300 <b>Non-Members</b> 6 Hr - \$1000 All Day- \$1500	30% of Total Rental fees with Event Date Check (Post Date) (Additional charges for Audio system, Kitchen usage and Cleaning))
<b>Weekend Rates</b> (From Fri 8:00AM to Sun Midnight. Long weekends & US public holidays will be charged at weekend rates)	<b>Members</b> 4 Hr- - \$350 All Day- \$850 <b>Non-Members</b> 4 Hr - \$425 All Day- \$1050	<b>Members</b> 4 Hr- - \$350 All Day- \$850 <b>Non-Members</b> 4 Hr - \$425 All Day- \$1050	<b>Members</b> 6 Hr- - \$1200 All Day- \$1950 <b>Non-Members</b> 6 Hr - \$1500 All Day- \$2400	30% of Total Rental fees with Event Date Check (Post Date) (Additional charges for Audio system, Kitchen usage and Cleaning)
<b>Additional Hourly Charges after Minimum 4 and 6 HR Rental</b>				
<b>Daily Rates</b>	\$75	\$75	\$100	
<b>Weekend Rates</b>	\$75 / hr before / after the event start / end time	\$75 / hr before / after the event start / end time	\$150/ hr before / after the event start / end time	
<b>Use of Kitchen</b>				
<b>Daily and Weekend</b>	\$75	Not Applicable	\$200	
<b>Audio / Video Equipment use</b> (Minimum 3 weeks notice required. Audio equipment will need to be operated by trained & designated Audio Tech. only)				
<b>All days</b>	\$40 / Hr Min 4 Hrs (1 Hr for setup)	Not Applicable	\$50 / Hr Min 4 Hrs (1 Hr for setup)	
<b>Cleaning charges (Optional)</b> Mandatory for all functions with more than 150 attendees. Only covers vacuuming of premises. Additional Charges will apply for moving of chairs/ tables and removal of trash. Contact Rental Administrator for details. If facility is not returned in 'As Is' condition deposit will be forfeited. Decision of HSNC Rental Committee will be final in all respects				
<b>All days</b>	\$100	\$100	\$250	
<b>Setup Charges for Weddings / Music Concerts</b>				
<b>All days</b>	\$150 for 2 hrs minimum Additional \$50/hr	\$150 for 2 hrs minimum Additional \$50/hr	\$250 for 2 hrs minimum Additional \$125/hr	

**NOTE:**

Security Deposit and Facility Rental Check should be payable to "HSNC" - Hindu Society of NC with **current Date on Rental Amount Check and Event Date (Post Date) on Security Deposit Check.** Memo section of the check should indicate Date and name of Facility requested for the event. Mail check and application to the HSNC Attn: Rental OR drop them in Facility Rental Box (Yellow BOX) located in the temple.

## **HSNC Facility Rental Contract Terms and Conditions**

- 1.Reservation for Rental facilities to be submitted preferably at least 60 days in advance.
- 2.Requests submitted fewer than 10 working days before the scheduled event may not be processed.
- 3.All Facility Reservation requests must be accompanied with completed form (download Facility Rental form from [www.hsncweb.org](http://www.hsncweb.org) - then go to **Rental TAB**) OR available at the Temple Hall.
- 4.Appropriate Security Deposit and Facility Rental Check as per guidelines on Rental Form must accompany this Form. **(Rental Application will not be processed without Checks)**.Checks should be dated the same as application date.
- 5.All Details listed in the form should be clearly filled and forms will need to be signed by the requestor. Unsigned or improperly filled forms will not be accepted and/or approved. Member agrees to all the rental rules and regulations by signing the rental application.
- 6.For Main Hall - Morning rental starts from 8:00 AM and Afternoon rental starts from 4:00 pm.  
1 hours Setup time for morning rental will start at 7:00am and for Afternoon / Evening rentals will start from 3:00pm
- 7.Rental includes use of Hall, Stage/Lighting. Outside Audio Technician can be arranged at additional cost.  
Audio System and Main Hall Kitchen facility used for cooking will be charged additional fees.
- 8.Only vegetarian food is allowed. Alcoholic beverages and Non-Veg. food is not allowed. Smoking is not permitted in the complex/premises.**
- 9.Renter does not need to Clean Bathrooms and Vacuum the main hall carpet. Renter is responsible to take all Trash and Trash Bags to Dumpster and remove any unnecessary items left behind in hall.
10. Renter is responsible and does need to completely clean the Kitchen area, take all left over food and garbage from Kitchen area and return it in neat and clean condition.
11. Renter is responsible to put and store all Chairs & Tables back at designated area.
12. Facility premises are expected to be handed over in a clean condition as per the rental checklist. Security Deposit will be returned after the HSNC rental committee has determined that the premises were left in the original state.
13. Renters will be liable for all damages to HSNC facility and equipment rented and is liable to pay for fixing. HSNC rental committee will be the final decision making authority on the amount of charges.
14. Size of the group being served at the event will be a factor taken into account during reservation of the premises
15. For Weddings, the hall rental shall not be less than 6 hours for Temple and Mini hall and 12 hours for Main hall. Setup will be charged as additional hours. Early check-in to do set-up will not be allowed.
16. Bollywood or Loud music, DJ's, Garba, Bhangra or any other dance etc. will NOT be allowed to be played in Temple Hall. Only Religious Events will be allowed in Temple Hall after approval from Religious Committee. Any other Events must be approved in order to be held at Temple Hall by HSNC Board. This is to maintain the sanctity of the Temple Hall.
17. For any event being hosted in the Temple Hall, the partition separating the temple from the stage area needs to be drawn. This is to ensure that devotees, who come for prayers are not disturbed.
18. For Temple Hall and Meditation Room, individuals MUST remove their Shoes. Shoes are not allowed to be worn on these 2 premises of HSNC at any time.
19. Posting flyer on HSNC premises is not allowed unless Paid in advance with monthly rates as stated.
20. Items such as Tables & Chairs are not allowed to be moved from one facility to another unless approved by Rental Committee in advance.

### **Payment Terms and Conditions:**

- 1.Hall rentals will be allocated on first come first served basis and subject to Availability.
- 2.Payment for security deposit and facility hall rental charges MUST be made along with the submission of the rental facility form at the time of reservation to process the application.
- 3.Security deposit & facility rental amount to be paid by check. Two Separate checks to be given for security deposit (30% of Rental) with Event Date (Post Date) Check and full amount of facility rental charge with current date Check.
- 4.Security deposit will be returned in 30 to 45 days if security deposit check was deposited into HSNC account OR the original check will be VOIDED and kept on Rental file once the event is over and facility returned without any damages after written check out confirmation from rental committee.
- 5.Make all checks payable to "HSNC" and in the memo please mention Date and Facility requested for. Cash payment for Rental is not allowed to have proper accounting and paper trail.

6. Application will be processed and Reservation will be confirmed only when the security deposit and facility rental payment is received. If a reservation is cancelled or postponed, amount will be returned in line with the Cancellation Terms and Conditions.

**Cancellation Terms and Conditions:**

1. Cancellation requests have to be presented in writing or email to the HSNC Rental committee. Forfeited money will go towards donation to HSNC Temple.
2. Refund of “**Facility Rental Fees**” (Not Security Deposit) will be as follows:
3. \$25 Administration fee will be charged by default for all Cancellations / Changes.
4. 100% Refund of Facility Rental Fees - If reservation request is cancelled 90 days before the event.
5. 75 % Refund of Facility Rental Fees- If reservation request is cancelled 60 days before the event
6. 50% Refund of Facility Rental Fees- If reservation request is cancelled 30days before the event
- No refund of Facility Rental fees - If reservation request is cancelled within 15 days of the event
7. Any Returned Checks will be charged a Fee of the Bank Charges \$35 PLUS \$15 processing fee with Total fee of \$50.

**Note:** Any exception to the Payment or Cancellation policy will need to be presented in writing or email to HSNC Rental Committee and will have to be approved by the HSNC board

**NOTE:** HSNC does not allow taking any of the stuff/property of HSNC to outside of HSNC Premises, such as Chairs, Tables, Dandiya, Audio System, Microphones, Fans, Electrical Cables, Ladder and other such Items. HSNC Does Not rent these Items to any one to take them outside of HSNC Premises. Any and All HSNC Property needs to remain on HSNC Premises.

**Annexure Z** - Following are the Type of Events allowed to be hosted in the HSNC premises

Bollywood / Western Music and any kind of Filmy Dancing, DJ, Garba, Bhangra, and loud non-religious related Music etc. is not allowed in Temple Hall. Temple Hall is a place of worship and only Religious events are allowed. **Floor dancing is not allowed except for HSNC Navratri Garba.** Traditional cultural music events can be organized in Temple Hall with HSNC Board’s approval.

Event Type	Temple Hall (TH)	Mini Hall (MI)	Meditation Room	Main Hall (MH)
Wedding Anniversary Party	OK	OK	NOT Allowed	OK
Birthday & Graduation Party	NOT Allowed	OK	NOT Allowed	OK
Wedding, Baby Shower Ceremony and Memorial Service	OK <b>Ceremony only</b>	OK	NOT Allowed	OK
Namkaran (Thread ceremony)	OK	OK	OK	OK
Entertainment Programs Dance/ Music/Drama/ Cultural	NOT Allowed	OK	NOT Allowed	OK
Educational Classes	NOT Allowed	OK	OK	OK
Katha or Religious functions	OK	OK	OK	OK
Regional / Social / Cultural	NOT Allowed	OK	NOT Allowed	OK
Youth Camps / Health Camp	NOT Allowed	OK	NOT Allowed	OK
Conventions / Exhibitions for educational purpose only	NOT Allowed	OK	NOT Allowed	OK
Fund raising events (HSNC reserves right to charge entry fee in addition to the hall rentals for fund raising events)	NOT Allowed	OK	NOT Allowed	OK

**NOTE:** Hosting of any events other than those listed above will required to be approved by HSNC Board. Discretion of the HSNC rental committee will be final to determine the type of event to be hosted in its premises and the rental facility charge for the event. HSNC reserves the right to change facility rental pricing without notice. Code of conduct must be followed while renting HSNC premises. HSNC reserves the right to refuse approval for hosting an event in its premises.