

# CHINMAYA MADHUVAN RENTAL AGREEMENT

( For more information please contact Viswajit Pillai 609-423-5601 / pillaviswajit@gmail.com )

## NOT TRANSFERABLE

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Time: Start: \_\_\_\_\_ End: \_\_\_\_\_

Reason for renting: \_\_\_\_\_

## WILL NOT BE CONFIRMED WITHOUT \$200.00 DEPOSIT

Please make check payable to **CMTC** and mail with the agreement to **Chinmaya Mission, 560 Bridgetown Pike, Langhorne PA 19067**

## RENTAL CHARGES

Hall:  \$1000.00 for 6 hours + \$150.00 for every additional hour

Wedding:  \$1500.00 for a full day (7 AM to 9 PM)

THE ABOVE RENTAL INCLUDES THE HALL, STAGE AND TWO SIDE ROOMS ONLY.

**MANDATORY: NEED A CERTIFICATE OF INSURANCE FOR UP TO A MILLION DOLLAR.**

## OTHER OPTIONAL CHARGES ARE LISTED BELOW:

Rooms:  Double room: \$125.00 for 2 hours + \$60 for every additional hour

Large: \$100.00 for 2 hours+ \$50.00 every additional hour

Medium: \$80.00 for 2 hours+\$40.00 every additional hour

Dining Hall & Kitchen:  \$300.00 Cooking or preparing food is not permitted in the kitchen.

Audio & Stage lighting :  \$500.00 available for stage performance for maximum 3 hours.

**Deposit: \$200.00. This must be presented in the form of a separate check. The deposit will be forfeited if the hall is not vacated on time and in the same or better condition it was presented to you for rental use.**

## **Rules and Regulations for Use of Temple Building and Grounds**

1. This is a Hindu Temple, a place of worship and study. You and your guests are expected to accordingly and to treat the Temple building and grounds with respect at all times.
2. **Non-vegetarian food, alcoholic beverages, smoking of any kind, illegal drugs, guns and other harmful weapons are NOT permitted in the Temple building or on the grounds, including parking areas.**
3. The Chinmaya Mission Tri-State Center and/or its board of directors may deny any application should circumstances warrant.
4. Evening events MUST be terminated by 11:00pm (the hall must have been cleaned and vacated by that time). Violation of this rule will result in forfeiture of the rental deposit.
5. Use of rental facility cannot interfere with the corridors, fire exists, and common areas of the Temple. The restrooms shall remain open for all visitors/devotees during the event/program. The organization or person(s) renting the facility will be responsible for the function such that no disturbance or nuisance is caused to neighboring properties.
6. If your function takes place during regular Temple hours, your function must not interfere with any regularly scheduled Temple activities.
7. Vehicles must be parked in designated parking areas only. Parking regulations should be strictly observed. No vehicles should be parked in or obstruct areas marked Fire Lanes and No Parking.
8. All equipment and material brought into the Temple building and grounds must be specifically mentioned on the application form and approved by the appropriate Chinmaya Mission authority.
9. If rental furniture is used it must be received by the lessee and stored at a place designated by the appropriate Chinmaya Mission authority. Rental furniture and all other equipment and material brought to the Temple by Lessee must be removed at the end of the event/program.
10. A representative of the sponsoring organization shall assume responsibility for making appropriate announcements to all in attendance pertaining to regulations on eating and shoe policy in unauthorized areas. Also, lessee agrees to pay for damage costing more than deposit.
11. After the function is over, any materials brought in to the facility, including decoration materials must be removed. All furniture and property owned by the Temple must be returned to where it was found. All spills, including spilled drinks, food, soups, and sauces, must be cleaned. No food brought to the function should be left behind. Limited cleaning material and equipment are available in the Temple building. Failure to properly clean the Temple building and grounds will forfeit the entire deposit.

12. ALL trash must be taken to the trash dumpster located behind the Temple, and deposited into the dumpster. No trash is to be left near the dumpster or anywhere else in the Temple building or grounds. . The sanitation workers will not pick up your trash if you leave it outside the dumpster.
13. All activities must be supervised by responsible adults. Children must NOT run freely or engage in unsupervised play in the Temple building or grounds during the event. The Temple building includes a kitchen, utility rooms and other areas not meant for children to be in or near. Special care must be taken to ensure that children stay away from those areas at all times.
14. Temple property shall not be damaged. Special care should be taken to protect chairs, tables, kitchen equipment, bathroom fixtures, curtains and audio-visual equipment. Decorations must be applied and removed without damage the Temple building and grounds, including walls and ceilings.
15. Signs, banners, or other promotional or advertising placards may not be hung, placed or otherwise displayed on any part of the Temple building and grounds unless express permission is granted in writing at the time of application. Permission to do so does not represent an endorsement of the program, philosophy or activity by Chinmaya Mission.
16. You must request and be granted express permission for performance of any event or activity that includes homam (havan). If permission is granted by the appropriate Chinmaya Mission authority, such permission will be limited in terms of how large/intense the homam (havan) can be, where it can take place and the length of time it can occur. The Chinmaya Mission may, at its discretion, require you to pay additional fees and/or a separate deposit for homam( Havan)
17. The auditorium, dining hall and all other facilities shall be restored to their original order by putting back tables, chairs etc., in their respective places.
18. Persons and/or organizations making use of the Temple building and grounds pursuant to a properly executed agreement are not afforded public liability, property damage, or any type of insurance protection under the insurance policies of the Chinmaya Mission Tri-State Center. Only the Chinmaya Mission Tri-State Center is covered by any such policies.
19. There will be no vendors or sale of any articles unless prior approval is obtained by the appropriate Chinmaya Mission authority.
20. Use of the Temple building and grounds is limited to the terms set forth in the application and/or agreement
21. The lessee organization or party must comply with state, local and federal laws, ordinances, regulations, including those established by the local police and fire departments regarding public assemblies.
22. Auditoriums, dressing rooms, corridors, bathrooms and outdoor areas must be cleaned after the event.
23. Due to the state and local fire department regulations the capacity of the Temple building, including the auditorium and dining area, shall not exceed the limit.

## **Rental Terms and Conditions**

24. Applicant agrees to forfeit the entire deposit if premises and grounds are not completely vacated by 3:01pm (if rental is for the morning) or by 11:01pm (If renting is for the evening). Applicant further agrees to forfeit entire deposit if the premises and grounds are not returned in a clean and orderly manner.
25. Applicant and his/her guests must comply with the rules and regulations on the rental hall agreement. You can also access the rules from the website: Rules and Regulations for Use of Temple Building and Grounds.
26. The Temple Hall is not available for rental. It is off-limits to applicant and his/her guests during the rental term. No food/Prasad is allowed in or near the Temple Hall.
27. Left-over food/Prasad must not be left in the kitchen and/or refrigerator. Please take it home or discard it. This applies to all food the applicant brings to the premises, even unopened and "fresh" food.
28. There is a janitorial closet located between the men's and ladies' restroom. Please feel free to make use of the brooms and mops to clean-up after your event.
29. Please remember to bring all paper/plastic products and trash bags, etc. for your event. All the products stored in the kitchen area belong to the Temple. These products are not included your rental fee.
30. The applicant is responsible for the conduct of all of his/her guests, including children. Children should be supervised by a responsible adult at all times. No one should run or play on the stage, hallways, multi-purpose rooms or in the Temple Hall.
31. Please make sure all the tables and chairs are folded and put back in their original place.