



TERMS & CONDITIONS – Please read carefully

I acknowledge that I will comply with attached Terms & Conditions, & Certificate of Insurance (if applicable). Also, I hereby agree to maintain the HCC property responsibly and that I understand that I will be liable for any damage to the property from misuse during the rental period.

- Reservations to use a Hindu Cultural Center facility are accepted on a first come, first served basis. Reservations are not guaranteed. The Hindu Cultural Center reserves the right to cancel any activity or use.
- Permission to use Hindu Cultural Center facilities does not mean Hindu Cultural Center sponsorship. The person signing this form, whether on behalf of himself/herself or an organization, business, group, etc. assumes personal liability for breakage, destruction or removal of property by any persons attending the event, and is responsible for the conduct of participants at the event.
- Please honor capacity limits set per the Town Of Colonie fire code: Auditorium (550), Basement Banquet Hall (400), and Dining Hall (120). Auditorium capacity with dining table setup must be limited to 250.
- Any outside services required for the event such as Audio/Video, Catering, Decorations can be arranged directly **only with the service providers approved by HCC per Resource Directory available from HCC.**
- **All rental events must end by 11 PM on the event date, without exception.**
- Rent Tariff includes charges for one (1) set up prior to event only; cost of cleaning after the event will be assessed then.
- The small rooms adjacent to the auditorium and basement shall **not be used** during the rental of the auditorium and/or dining hall.
- Alcohol, non-vegetarian food and smoking are NOT permitted in the Hindu Cultural Center.
- All rooms, facilities, and/or equipment shall be left in good condition. Should the facility not be left in good condition, the person signing this form may be assessed additional charges and will not be allowed to use Hindu Cultural Center facilities in future.
- Misuse of property including tag pins on walls, damage to walls &/or hardwood floor (auditorium platform or dance floor), or lost items will result in forfeiture of deposit and/or additional restoration charges.
- The Town of Colonie fire code must be obeyed at all times by keeping all **Exit** doors clear for fire escape.
- The auditorium, dining hall and bathrooms must be maintained clean.
- **It is renter's responsibility to ensure that all food items and other discards in garbage bags are properly tied and ready for disposal in the dumpster.**
- The table/chair set-up arrangement should not be changed at the conclusion of the event. At the conclusion of the event, all of your equipment, supplies and furniture must be removed from the facility.



Hindu Cultural Center

Facility Rental Contract

- If the HCC kitchen is used for cooking, no children or minors are allowed to be present anywhere in the kitchen. Children and minors are also not allowed to ride in the elevator without adult supervision. **If I fail to follow this safety rule, I will be personally liable for all consequent actions.**
- Hindu Temple & Cultural Center reserve the right to record (audio/video) events on its facilities, and use for its promotional purposes at no cost to the renter
- The undersigned individual(s)/organization renting facilities shall obtain, at their expense, a Certificate of Insurance from their vendors (as appropriate) for a minimum insurance of \$1 million, naming the Hindu Temple Society of the Capital District, NY, Inc. and the Hindu Cultural Center as additional insured. The Hindu Cultural Center and the Hindu Temple Society are to be held harmless for any personal or property damages.
- These provisions may not be waived under any circumstances without the prior written approval of the Board of Directors of the Hindu Cultural Center.
- The revised Rent Tariff applies to events booked after 1/1/2016, and is **not retroactive**.
- **HCC Board has added the following rental conditions on June 25, 2016:**
 - Because of safety and security considerations, only ONE vendor table will be allowed in the hall way. Table will be placed far away from entrances to Auditorium and Dining areas.
 - For more than one vendor table or display, the event organizers should reserve other rooms
 - Banners or displays should NOT cover the donor plaques
 - No banners allowed on the stage curtains to prevent damage to curtains or its mechanism
 - Set up time and Stage decoration time need to be limited up to 2 hrs. on event date only.
 - No standing Kiosks or Signs in Hallway.
 - Under no circumstances, the dining area set up can be moved to other place.
 - Renters will be charged for the cost of cleaning after the event, and for actual usage of the kitchen
 - PLEASE DO NOT bargain for the rent, in the interest of fairness to all other renters
 - Financial solicitation of any kind shall not be allowed on the HCC premises without written authorization from the HCC BOD.

I, the undersigned, acknowledge that I am over 21 years of age and that I read and fully understand the above requirements and information about the use of the Hindu Cultural Center facility. I agree, on behalf of myself and any organization, business, group, or other entity names above, to abide by the requirements and regulations of the Hindu Cultural Center and to defend, indemnify and hold the Hindu Cultural Center, its officers, agents, employees, directors and trustees, and volunteers harmless from and against any and all loss, claims, suits, damages, and/or liabilities, including reasonable attorney's fees, arising of the approval of my request to use the facility, or the actual use of the facility. I further agree, on behalf of myself and any organization, business, group, or other entity named above, that all claims against the Hindu Cultural Center for any damage or injury arising out of the use of the facility are hereby waived and released. I further agree, on behalf of myself and any organization, business, group, or other entity named above, to abide by all State and Federal laws, the Town Code, and any of Rules and Regulations pertaining to the use of HCC facilities.

Signature _____

Date _____

Name _____