



Event Code:

Facility Rental Contract

Requestor: _____ email address: _____

Phone: _____ Mobile: _____

Home Address: _____

Purpose: _____ Date: _____ From: _____ Hrs To: _____ Hrs

RENT TARIFF	TOTAL
1. Auditorium (includes green room, not classrooms) <input type="checkbox"/> \$550 (6 hrs)+ __hrs@\$75/add'l hr <input type="checkbox"/> __ hrs (3 hr min) @\$100/hr <input type="checkbox"/> less than 100 people \$300 (4 hours) <input type="checkbox"/> \$50 set up charge, if rented for less than 6 hrs	\$
2. Basement Banquet Hall (including serving area) <input type="checkbox"/> \$300 (4 hours) <input type="checkbox"/> \$200 (2 hours) <input type="checkbox"/> less than 100 people \$250 (4 hours) <input type="checkbox"/> \$50 set up charge, if set up is needed	\$
3. Dining Hall & Kitchen <input type="checkbox"/> \$450 (6 hrs) + __hrs@\$75/add'l hr <input type="checkbox"/> less than 6 hours \$90/hr Extra kitchen cleaning charges (determined after the event)	\$
4. Dining Hall (excludes on-site cooking)** <input type="checkbox"/> \$300 (4 hrs) <input type="checkbox"/> __hrs @\$ 50/add'l hr <input type="checkbox"/> __ hrs @ \$60/hr for meetings	\$
5. Auditorium, Dining Hall & Kitchen** <input type="checkbox"/> \$975 (6 hrs) + __hrs@\$75/add'l hr	\$
6. Upstairs Classrooms <input type="checkbox"/> CR 1 @\$25/hr <input type="checkbox"/> CR 2: @\$25/hr <input type="checkbox"/> CR 3: @ \$35/hr	\$
7. Basement Classrooms & Library Room <input type="checkbox"/> __hrs@\$30/hr <input type="checkbox"/> \$100 for 4 hours	\$
8. Basement Large Yoga Room <input type="checkbox"/> __hrs @\$50/hr <input type="checkbox"/> \$150 for 4 hours	\$
9. Basement Large Dance Room <input type="checkbox"/> __hrs @\$50/hr <input type="checkbox"/> \$150 for 4 hours	\$
10. Basement Large Dance & Yoga Rooms <input type="checkbox"/> __hrs @\$75/hr <input type="checkbox"/> \$200 for 3 hours	\$
For items 6 thru 10, \$25 charge if set up is required	\$
11. Charges for additional services (from page 2)	\$
SUBTOTAL	\$
ELIGIBLE DISCOUNTS (from page 2)	\$
TOTAL	\$

Occupancy limits: Auditorium (550); Basement Banquet Hall (400), Dining Hall (120), Yoga Room (40), Dance Room (40)



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CHARGES FOR ADDITIONAL SERVICES

Please select additional services listed below. **Any services used on the day of the event**, but not requested beforehand, will be included in the final settlement.

- Free WIFI available
 - Pre-scheduled cleaning person during the event @ \$15/hr (4 hours minimum) \$_____
 - Catering set up **during** the event @\$100 \$_____
 - Use of Stainless steel supplies set @ \$ 1.50 per person \$_____
 - Use of Linen Table Clothes @ \$10 per Table \$_____
- sub-total** \$_____

ELIGIBLE DISCOUNTS (ONLY ONE DISCOUNT PER RENTAL):

- Monday thru Thursday rentals will be discounted 30% for rental types 1 thru 5
- 10% discount for **Temple members** (proof of membership required) & for **Affiliated Community Groups**

Auditorium set up needed: To meet your special requirements for chair/table arrangements in the auditorium, please clearly communicate them **in writing** (with a sketch showing the chair/table set up) to the HCC Office manager at least TWO WEEKS prior to the event.

Special set up: please specify your additional needs in writing. Additional charges will apply, depending on the scope.

There is a \$300 refundable deposit due with this contract that will be refunded upon satisfaction of the terms & conditions of this contract. The deposit will be forfeited if the cancellation is less than 4 weeks from the event.

All charges, including charges for additional services, shall be settled within 48 hours of the event.

TOTAL AMOUNT (from page 1): \$ _____

Deposit Receipt # _____ for \$ _____ received by HCC on _____ (date).

Requestor	Date	HCC Authorized Designee	Date

Please make check payable to **Hindu Cultural Center**

Deposit: _____ Balance: _____