

Hindu Cultural Center
 450 Albany Shaker Rd, Loudonville, NY 12211
 Phone: (518) 459-7826 / 459-7272
 Email: albanyhcc@gmail.com

Event Code:

RENTAL CONTRACT

Requestor: _____ email address: _____

Phone: _____ Mobile: _____

Home Address: _____

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

Occupancy limits per Town code: Auditorium (550); Basement Banquet Hall (400), Dining Hall (120).

Rent Tariff	TOTAL
1. Auditorium (includes green room, not class rooms)** \$550 (6 hours); \$ 75/add'l hr OR less than 6 hours @\$100/hr	\$ _____
2. Basement Banquet Hall, including serving area ** \$300 (4 hours) OR \$100/hr	\$ _____
3. Dining Hall** \$450 (6 hours); \$ 75/add'l hr	\$ _____
4. Dining Hall (excludes on-site cooking)** \$300 (3 hours); \$ 75/add'l hr	\$ _____
5. Auditorium & Dining Hall** \$975 (6 hours); \$ 75/add'l hr	\$ _____
** Additional charge for more than one rearrangement setup (see Form #2)	
6. Upstairs Class rooms : CR 1 or CR 2: @\$25/hr; CR 3: @ \$35/hr (specify CR)	\$ _____
7. Basement Class rooms & Library Room: @\$30/hr or \$100 for 4 hours	\$ _____
8. Basement large Yoga room @\$60/hr or \$200 for 4 hours	\$ _____
9. Basement large Dance room @\$60/hr or \$200 for 4 hours	\$ _____
10. Audio/Video system including operator labor fee @\$200 (up to 6 hours)	\$ _____
11. Charges for additional services (from Form # 2)	\$ _____
SUBTOTAL	\$ _____
ELIGIBLE DISCOUNTS (from Form # 2)	\$ _____
ADJUSTMENTS _____	\$ _____
TOTAL	\$ _____

Event Code:

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.

- Event Coordination Services @ 10% of Gross vendor charges \$ _____
- Internet webcasting of events @ \$100 \$ _____
- Pre-scheduled cleaning person during the event @ \$15/Hr \$ _____
- Catering set up during the event @\$100 \$ _____
- Prep / decoration prior to event @ 50% of actual use(s) \$ _____
- Use of Paper/Stainless steel/Correlle supplies @ \$ 1.00 per person (**specify choice**) \$ _____
- Use of Linen Table Clothes @ \$8 per Table \$ _____
- Use of Disposable plastic covers @\$3 per Table \$ _____
- Use of Stage in basement \$25 \$ _____
- TOTAL** \$ _____

Eligible Discounts (ONLY ONE DISCOUNT PER RENTAL):

- Monday thru Thursday rentals will be discounted 30% for rental types 1 thru 5 (Form # 1).
- 10% discount for Temple members (Membership proof required) & for Affiliated Community Groups
- Rental Package for groups of 150 people & 4 hours maximum:
 - ❖ Flat fee of \$350 for auditorium only (no set up, etc.)
 - ❖ Dining Hall: with on-site cooking) @\$ 300 OR without on-site cooking @\$200

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..

I understand that there is a \$300 refundable deposit that is due with this contract, and that this will be refunded upon satisfactorily meeting the terms & conditions of this contract. I will forfeit portions of the deposit if the cancellation is less than 4 weeks from the event.

I agree to settle all charges, including for additional services on the event day, within 48 hours of the event.

TOTAL AMOUNT (from Form # 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: _____

Terms & Conditions

- Please honor capacity limits set by the Town Of Colonie fire code: Auditorium (550), Basement Banquet Hall (400), Dining Hall (120). If dining tables are setup during the event, the auditorium capacity must be limited to 250.
- Rent Tariff on Form # 1 include charges for a set up prior to event and cleaning after the event.
- These Rent Tariff apply to events booked after May 15,2014, and are **not retroactive**.
- **All rental events must end by 11 PM on the event date, without exception.**
- 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.
- 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 fee 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.**
- Table/chair setup must be maintained (i.e.. No change in set-up arrangement at the conclusion of the event).
- Final charges should be settled with the authorized person and within 48 hours of he event.
- **Hindu Temple & Cultural Center reserve the right to record (audio/video) the events, and use for its promotional purposes at no cost to the renter**

Certificate of Insurance (required for non-members such as vendors)

- The undersigned individual(s) / organization renting facilities at the Hindu Cultural Center does hereby agree and accept full responsibility in holding the Hindu Cultural Center and the Hindu Temple Society harmless with respect to any liability or responsibility with the function for which the Center facilities are being rented.
- The undersigned individual(s) / organization renting facilities shall obtain, at their expense, a Certificate of Insurance from their licensed caterer and their licensed music group (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.

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450 Albany Shaker Rd, Loudonville, NY 12211
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Event Code:

RENTAL CONTRACT FOR WEEKLY & REGULAR EVENTS

Requestor: _____ email address: _____

Phone: _____ Mobile: _____

Home Address: _____

Purpose: _____ Event Period: From _____ (date) to _____ (date)

Event Day (each week) : _____ From: _____ Hrs To: _____ Hrs

Rent Tariff	TOTAL / WEEK
1. Upstairs Class rooms : CR 1 or CR 2: @\$25/hr; CR 3: @ \$35/hr (specify CR)	\$ _____
2. Basement Class rooms & Library Room: @\$30/hr or \$100 for 4 hours	\$ _____
3. Basement large Yoga room @\$60/hr or \$200 for 4 hours	\$ _____
4. Basement large Dance room @\$60/hr or \$200 for 4 hours	\$ _____
TOTAL	\$ _____

I acknowledge that I will comply with the attached Terms & Conditions. 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.

I agree to provide any cancellation notice at least 24 hours prior to my weekly event, otherwise penalty charges will apply.

I agree to settle all monthly charges by the 7th of the following month, otherwise a late charge of \$10 per month will apply.

Requestor

Date

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

HCC Authorized Designee

Date