



Event Code: \_\_\_\_\_

## Facility Rental Contract

Requestor: \_\_\_\_\_ email address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Purpose: \_\_\_\_\_ Date: \_\_\_\_\_ From: \_\_\_\_\_ Hrs To: \_\_\_\_\_ Hrs

### RENT TARIFF

### TOTAL

<b>1. Auditorium (includes green room, not classrooms)</b>	<input type="checkbox"/> \$550 (6 hrs)+ ___ hrs@\$200/add'l slot of 5 hr or less	<input type="checkbox"/> ___ hrs (3 hr min) @\$100/hr	<input type="checkbox"/> \$50 set up charge - Mandatory (does not include set up of audio/video system).	\$
<b>2. Basement Banquet Hall (including serving area)</b>	<input type="checkbox"/> \$300 (4 hours)	<input type="checkbox"/> \$200 (2 hours)	<input type="checkbox"/> Rehearsal/decoration \$125(4 hours)	\$
<b>3. Dining Hall &amp; Kitchen</b>	<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)	\$
<b>4. Dining Hall (excludes on-site cooking)**</b>	<input type="checkbox"/> \$90/hr (2 hrs min)	<input type="checkbox"/> \$300 (4 hrs) + ___ hrs @\$ 50/add'l hr	<input type="checkbox"/> ___ hrs @ \$60/hr for meetings	\$
<b>5. Auditorium, Dining Hall &amp; Kitchen**</b>	<input type="checkbox"/> \$975 (6 hrs) + ___hrs@\$75/add'l hr			\$
<b>6. Upstairs Classrooms</b>	<input type="checkbox"/> CR 1 @\$25/hr	<input type="checkbox"/> CR 2: @\$25/hr	<input type="checkbox"/> CR 3: @ \$35/hr	\$
<b>7. Basement Classrooms &amp; Library Room</b>	<input type="checkbox"/> ___hrs@\$30/hr	<input type="checkbox"/> \$100 for 4 hours		\$
<b>8. Basement Large Yoga Room</b>	<input type="checkbox"/> ___ hrs @\$50/hr	<input type="checkbox"/> \$150 for 4 hours		\$
<b>9. Basement Large Dance Room</b>	<input type="checkbox"/> ___ hrs @\$50/hr	<input type="checkbox"/> \$150 for 4 hours		\$
<b>10. Basement Large Dance &amp; Yoga Rooms</b>	<input type="checkbox"/> ___hrs @\$75/hr	<input type="checkbox"/> \$200 for 3 hours		\$
	<b>For items 6 thru 10, \$25 charge if set up is required</b>			\$
<b>11. Charges for additional services (from page 2)</b>				\$

Total \$

Audio / Video Equipment must be operated by a HCC approved/designated professional such as Tom McGraf at the renter's cost. The renter is responsible to make the payment for service charges to the professional directly.

Any questions, please contact HCC Manager Mrs. Chandra Vupputuri at 518-429-3745.

HINDU CULTURAL CENTER

450 Albany Shaker Road, Loudonville, NY 12211 • Phone: 518.459.7826 / 518.459.7272 • email: [albanyhcc@gmail.com](mailto:albanyhcc@gmail.com)

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

### 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 @ \$18/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** \$ \_\_\_\_\_

### ADDITIONAL CHARGES ASSESSED AFTER THE EVENT

I agree to pay the following **ADDITIONAL** charges for additional costs of cleaning labor, excess use of kitchen or damages to any equipment used during the event:

- Cost of Cleaning after the event ( \_\_\_\_\_ hrs @ \$18/hr) \$ \_\_\_\_\_
- Cost for additional usage of kitchen (beyond 4 hrs already charged) ( \_\_\_\_\_ hrs @ \$75./hr) \$ \_\_\_\_\_
- Cost to replace / repair any damaged equipment \$ \_\_\_\_\_

**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.

A deposit of \$300 is required for rental of a single day use, and a deposit of \$500 for rental of multiple day use. The deposit will be refunded upon satisfaction of the terms & conditions of this contract. In case of cancellations - deposit will be fully refunded, if the reservation is canceled at least 30 days prior to the event; 75% of the deposit will be refunded, if the reservation is canceled less than 30 days prior to the event but at least 3 weeks prior to the event; 50% of the deposit will be refunded, if the reservation is canceled less than 3 weeks prior to the event but at least 2 weeks prior to the event; 25 % of the deposit will be refunded, if the reservation is canceled less than 2 weeks prior to the event but at least 1 week prior to the event, and no refund will be given there after.

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).

<b>Requestor</b>	<b>Date</b>	<b>HCC Authorized Designee</b>	<b>Date</b>

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

Deposit: \_\_\_\_\_ Balance: \_\_\_\_\_

Any questions, please contact HCC Manager Mrs. Chandra Vupputuri at 518-429-3745.

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