



HINDU CULTURAL CENTER RENTAL AGREEMENT

Address: 450 Albany Shaker Road, Loudonville, NY 12211

Phone: 518-459-7826

Email: albanyhcc@gmail.com

1. REQUESTOR & EVENT INFORMATION

Requestor Name:	_____	Email Address:	_____
Home Phone:	_____	Mobile Phone:	_____
Address:	_____ _____	Facility Needed Date:	_____
Purpose of Event:	_____	Rental Hours:	From: _____ To: _____

2. FACILITY RENTAL TARIFF (MAIN HALLS)

Note: Cleaning charges for all main facilities are determined after the event at \$30/hr per person

Facility & Specifications	Base Rate	Mandatory Fees	Total (\$)
Auditorium - Max Occupancy: 550 - Includes green room (excludes classrooms)	\$250/hr (Min. 4 hours) - Extra hours: \$250/hr Rehearsals: \$150/hr (Min. 2 hours) – extra \$150 per hour (Audio is not included) Note: Price goes up on setup fees, labor charges, auditorium rental if more than 200 people)	- Set-up fee: \$100 (tables & chairs) - Audio / Video usage fees: \$100 - HCC Authorized personal setup & use of audio/video/projector/ TV system etc: \$25 to \$60 per hour (<i>paid directly</i>) - Decoration/Removal: \$100/hr (Min. 4 hours)	
Basement Banquet Hall - Max Occupancy: 400 - Includes serving area	\$200/hr (Min. 4hours) - Extra hours: \$200/hr - Rehearsals: \$125/hr (Min 2 hours) - extra \$125 per hour (Audio is not included) Note: Price goes up on setup fees, labor charges, auditorium rental if more than 100 people)	- Set-up fee: \$100 (tables & chairs) - Audio / Video usage fees: \$100 - HCC Authorized personal setup & use of audio/video/projector/ TV system etc: \$25 to \$60 per hour (<i>paid directly</i>) - Decoration/Removal: \$75 /hr (Min. 4 hours)	

Kitchen (Authorized personal only)	• \$150/hr (Min. 3 hours) • Extra hours: \$150/hr	• Cleaning person must be booked, no exemptions • No kids allowed	
Dining Hall • Max Occupancy: 120	• \$120/hr (Min. 2 hours) • Extra hours: \$120/hr • Meetings: \$50/hr (minimum 2 hours)	• Set-up fee: \$100 • HDMI cable with TV available to use for free	

3. CLASSROOMS & ADDITIONAL ROOMS

Facility	Rate / Specifications	Total (\$)
Upstairs Classroom 1 (Max Occ. 20)	\$35 / hour	
Upstairs Classroom 2 (Max Occ. 20)	\$35 / hour	
Upstairs Classroom 3 (Max Occ. 30)	\$45 / hour	
Basement Classroom & Library Rooms	\$40 / hr (Min. 3 hours)	
Basement Large Yoga Room	\$60 / hr (Min. 3 hours)	
Basement Large Dance Room	\$60 / hr (Min. 3 hours)	
Basement Large Dance & Yoga Rooms	\$100 / hr (Min. 3 hours)	

4. MISCELLANEOUS SERVICES & CHARGES

Service Item	Rate / Policy	Total (\$)
Stainless-Steel Supplies	\$1.50 per person	\$
Audio Equipment Operator	\$100 (Up to 4 hours - <i>Subject to availability</i>)	
Wi-Fi Usage	Free Guest Access	Free
Donation	Optional and highly appreciated	\$
Additional Charges	For any usage not explicitly mentioned above	\$
Damages	Additional charges assessed based on property damage	\$
GRAND TOTAL		\$

5. TERMS, CONDITIONS & POLICIES

Booking Policies

- **Booking Preference:** Priority and preference for reserving the auditorium or any other temple rooms are given strictly to the individual or group that pays the advance booking fee first.
- All Bookings including Kitchen usage, dining only or meeting should go to HCC Manager
- **Cancellation Penalties:** Outline timelines (e.g., full refund if cancelled 30 days prior, 50% refund within 14 days, 25% refund within 7 days and 10% with-in 2 days non-refundable thereafter).

Cultural & Religious Code of Conduct

- **Food & Substance Restrictions:** Because this is a temple facility, explicitly document strict boundaries regarding allowed food types. Define whether meat, fish, eggs, or alcohol are prohibited anywhere on the premises. **No Food inside the auditorium.**
- **Decorum & Music Noise:** Establish limits on music volumes, specific types of entertainment, or strict curfew hours to ensure respect for the sanctuary and compliance with local municipal codes.

Liability & Security Protections

- **Renter Liability Waiver:** Add a clause stating that the Hindu Cultural Center is not liable for injuries sustained by guests or for any lost, stolen, or damaged personal property during the rental period.
- **Insurance Requirements:** For massive gatherings utilizing the 400–550 maximum capacity limits, specify whether the renter must provide a temporary day-of Certificate of Liability Insurance (typically \$1,000,000 policy limit).
- **Decorations Restrictions:** Your tariff section lists a decoration removal charge, but you should specify *prohibited* decorations (e.g., no loose glitter, confetti, open fire candles outside of ritual contexts, or tape/nails that could ruin drywall or woodwork).

Operational Checklists

- **Overtime Penalties:** The form notes an extra hour rate (\$200–\$250/hr), but it should explicitly clarify that overtime is billed in 30 or 60-minute blocks if guests or vendors remain inside the venue past the agreed-upon checkout hour.
- **Trash & Final Walkthrough:** Define what the renter's basic checkout responsibilities are (e.g., clearing catering tables or bagging trash) versus what your \$30/hr personal setup/cleaning staff handles.
- **Hours:** HCC opens at 7:00 AM and closes at 10:00 PM.
- **Decorators:** Absolutely no decorator access is allowed outside of operational hours (after 11:00 PM or before 9:00 AM).
- **Pricing Policy:** Strictly no negotiations and no recommendations. A maximum 25% discount is applicable only on extra hours.

Credit Card & Damage Policy

- A valid Credit Card must be provided and will be stored securely on file.
- All structural or property damages incurred during the event will be assessed and charged to this card.
- The total bill amount will be automatically charged to the credit card 7 days post-event if alternative payment (check/cash) is not received.

Audio / Video Equipment Policy

- AV equipment must be operated by an HCC-approved and trained professional at the renter's sole expense.
- Renter coordinates directly with an approved professional, the renter is responsible for making direct payments to them.

CONTACTS FOR SUPPORT

- **HCC Manager:** Renuka Rajkumar

Print Name: _____ Signature: _____

Date: ____ / ____ / ____