



THE HINDU SOCIETY OF NORTH CAROLINA

(Tax-Exempted Non-Profit Organization)

Address: 309 Aviation Parkway, Morrisville, N.C. 27560/ Phone: Temple (919) 481-2574

FACILITY RENTAL FORM AND CONTRACT

Renter Contact Details: (All details are mandatory)

HSNC Member: Y / N (Non-members will be charged 10%)

Facility Requestor Name: _____

Organization or Group Name: _____

Address: _____ City: _____ State _____ Zip _____

Contact #: Residence (_____) _____ Work: (_____) _____ Cell: (_____) _____

E-mail: _____ Fax Number: (_____) _____

Event Details: Event for Personal Use / Group or Organization / Non-Profit Organization / Religious Group

Facility Requested (Circle Required)	Main Hall	Temple Hall	Mini Hall	Expected Attendance	
Event Date Date: mm/dd/yy	Start Date	End date	Start Time	End Time	Setup Time
Addl. Requirements	Audio / Hrs		Kitchen	Y / N	

(Print details on addl sheet if reqd)

List details of any Additional Item(s) / Service you need for your event:

(Print details on addl sheet if reqd)

Total Facility Rental Fees & Payment Details (For use of HSNC Facility Rental Committee)

Facility Rental Fees	Audio Fees	Kitchen Use Fees	Cleaning Fees	Total Facility Rental Fees
Security Check #	Security Check Amt.	Rental Check#	Check Date	Check Amt.

Acceptance of HSNC Facility Rental Terms and Conditions:

I / We on behalf of my Group / Organization agree to all **HSNC Facility Rental Terms and Conditions** and pay the above **Security Deposit** and **Total Facility Rental Fees** in full at the time of reservation. By my signature I declare that the renter listed below agrees to abide by the **HSNC Facility Rental Contract Terms and Conditions** and **Facility Rental Policy** listed on the HSNC website – www.hsncweb.org

Name: _____ **Date:** _____

Signature of the Renter: _____

HSNC FACILITY RENTAL FEES (Effective April 1, 2008)

Reservations received till March 31,2008 will be at the old rates
Member Facility Rental Charges for HSNC Approved Events / Activities
Non-members will be charged additional 10%

Days of week	Temple Hall (4 hrs rental)	Mini Hall (4 hrs rental)	Main Hall (6 hrs rental)	Main Hall + Mini Hall	Security Deposit
Daily Rates (From Mon 8:00am to Fri 3:00pm. Excluding long weekends and public holidays)	\$300 For All day event \$780	\$300 For All day event \$780	\$800 For All day event \$1275	\$1000 (6 hrs) For All day event \$1750	30% of Total Facility Rental Fees
Weekend Rates (From Fri 3:00pm to Sun 11:00pm. Long weekends & US public holidays will be charged at weekend rates)	\$350 For All day event \$850	\$350 For All day event \$850	\$1200 For All day event \$1925	\$1500 (6hrs) For All day event \$2300	30% of Total Facility Rental Fees
Additional hour charges					
Daily Rates	\$75	\$75	\$100	\$150	
Weekend Rates	\$90 / hr before / after the event start / end time	\$90 / hr before / after the event start / end time	\$150/ hr before / after the event start / end time	\$250/hr before / after the event start / end time	
Use of Kitchen (For cooking)					
Daily and Weekend	\$25	\$25	\$125	\$125	
Audio / Video equipment use (Minimum 4 weeks notice required. Audio equipment will need to be operated by trained Audio engineers only)					
All days (1 hr for setup)	\$40 / hr Min 4 hrs	Not Applicable	\$40 / hr Min 4 hrs	\$40 / hr Min 4 hrs	
Cleaning charges (Optional) Mandatory for all functions with more than 100 attendees. Only covers vacuuming of premises. Additional Charges will apply for moving of chairs/ tables and removal of trash. Contact Rental Administrator for details If facility is not returned in 'As Is' condition deposit will be forfeited. Decision of HSNC board will be final in all respects					
All days	\$50	\$50	\$150	\$250	
Setup Charges for Weddings / Music Concerts					
All days	\$150 for 2 hrs Additional \$50/hr	\$150 for 2 hrs Additional \$50/hr	\$250 for 2 hrs Additional \$125/hr	\$250 for 2 hrs Additional \$175/hr	

NOTE: Security Deposit and Facility Rental Check should be payable to **"HSNC"** - Hindu Society of North Carolina. Memo section of the check should indicate Date and Premises requested for the event. Mail check to the HSNC Temple address listed at the top or drop check in Facility Rental Box located in the temple

HSNC Facility Rental Contract Terms and Conditions

1. Reservation for Rental facilities to be submitted preferably 60 days in advance.
2. Requests submitted fewer than 10 working days before the scheduled event will not be processed.
3. All Facility Reservation requests must be accompanied with completed form(download Facility Rental form from www.hsncweb.org - Forms Tab OR available at the Temple)
4. Appropriate Security Deposit and Facility Rental Check as estimated by HSNC Rental Committee must accompany this Form.
5. Reservations will not be confirmed unless Deposit and Rental Check is paid in full.
6. All Details listed in the form should be clearly filled and forms will need to be signed by the requestor. Unsigned or improperly filled forms will not be approved.
7. HSNC considers the user signature on this Form as proof that the said user has read and agrees to these rules and regulations.
8. For Main Hall - Morning rental starts from 8:00 AM and Afternoon rental starts from 4:00 pm.
2 hours Setup time for morning rental will start at 6:00am for Afternoon / Evening rentals will start from 4:00pm
9. Rental includes use of Hall, Stage/Lighting.
Audio System and Main Hall Kitchen facility used for cooking will be charged additional.
10. Only pure vegetarian food is allowed. Alcoholic beverages are not allowed. Smoking is not permitted in the HSNC complex.
11. Facility premises are expected to be handed over in a clean state. Deposit will be returned after the HSNC rental committee has determined that the premises were left in a clean state. If the facility premises are observed unclean and left in a shabby state, deposit amount paid will be used to cover for cleaning charges. HSNC's rental committee decision will be final in determining the "clean state" and the amount of charges required.
12. Any Damages to the HSNC property occurs during the event will be charged. Renters will be liable for all damages to HSNC facility and equipment rented and is liable to pay for the damages. HSNC rental committee will be the decision making authority on the amount of charges.
13. Discounts on rental rates for weekly programs, longer-term reservations, religious events, non-profit organizations will be at the discretion of the HSNC and will need to be presented to HSNC Rental committee and approved by HSNC Board of Directors in writing or email at the time of payment.

Payment Terms and Conditions:

1. Hall rentals will be allocated on first come first served basis
2. Payment for security deposit and facility hall rental charges to be made along with the submission of the rental facility form at the time of reservation.
3. Security deposit and facility rental amount to be paid by check. Separate check to be given for security deposit and facility rental
4. Security deposit check will not be returned and made void once the event is over unless specifically requested.
5. Make all checks payable to "HSNC" and in the memo please mention Date and Premises requested for the event.
6. Reservation is confirmed only when the security deposit and facility rental payment is received. If a reservation is cancelled or postponed, amount will be returned in line with the Cancellation Terms and Conditions.

Cancellation Terms and Conditions:

Cancellation requests have to be presented in writing or email to the HSNC Rental committee. Email to hsncnc@gmail.com. Forfeited money will go towards donation to HSNC Temple.

Refund of "Facility Rental Fees" (Not Security Deposit) will be as follows:

- \$25 Administration fee will be charged by default for all Cancellations / Changes
- 90 % Refund of Facility Rental Fees - If reservation request is cancelled 90 days before the event.
- 75 % Refund of Facility Rental Fees- If reservation request is cancelled 60 days before the event
- 50% Refund of Facility Rental Fees- If reservation request is cancelled 30 days before the event
- No refund of Facility Rental fees - If reservation request is cancelled less than 30 days of the event

Note: Any exception to the Payment or Cancellation policy will need to be presented in writing or email to HSNC Rental Committee and will have to be approved by the HSNC board.