



# TEMPLE FACILITY USAGE REQUEST FORM

## The Hindu Temple

44955 Cherry Hill Rd., Canton, MI 48188-1001

Phone: (734) 981-8730 Website: www.thehindutemple.org



First Name:	Last Name:
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Address:

City:	State:	Zip:
Phone:	Email:	

Current Member?	Life Member?	Event Description:		
Event Date:	Start Time:	End Time:	Duration:	Number of Guests:
Comments:				

*PLEASE SELECT ALL THE FACILITIES/SERVICES THAT YOU ARE INTERESTED TO USE.*

<p><b>Banquet Hall (max. seating capacity 475)</b></p> <p>Friday, Saturday, Sunday \$1500 Monday – Thursday \$1250</p> <ul style="list-style-type: none"> <li>Includes: Stage, Kitchen Usage, Cleaning Tables/Regular Chairs setup and storage</li> <li>Up to 6 hours usage</li> </ul>	<p>Culture Class 35% of total Collection 35% of collection stays with temple (See terms &amp; conditions)</p> <ul style="list-style-type: none"> <li>Class constitutes minimum 10 students</li> <li>Maximum usage 1.5 hrs. – Once a week</li> </ul>
<p>Additional Hours: \$175 x ___ hours/ All day \$2,250 Maximum 12 hours</p>	<p>Memorial Service (up to 4 hrs.) \$0 (Banquet Hall only)</p> <p>Food (Serving ONLY, No Kitchen Use) \$ 250 Kitchen and custodian fees \$ 500</p>
<p>Temple's Audio/VideoSupport 6 hrs. \$ 350 * Up to 5 microphones included * Extra microphones \$10 per hr. 12 hrs. \$ 450</p>	<p>Non – Temple Sponsored Cultural Practice/Rehearsal Sessions Banquet Hall: \$50 x ___ hour(s) \$ _____</p> <p>Classroom: \$10 x ___ hour(s) \$ _____</p> <ul style="list-style-type: none"> <li>3 hrs. Usage maximum</li> <li>No Audio/Video Support</li> <li>Session must end by 8:00 pm.</li> </ul>
<p>Focus Lighting \$ 150</p>	<p>Non – Temple Sponsored Religious Events (up to 6 hrs.) \$ 1050</p> <p style="text-align:center"><b>NON PROFIT 501C(3)</b></p>
<p>Class Room (20-25 floor Seating Capacity) \$ 75</p> <ul style="list-style-type: none"> <li>Monday – Thursday \$ 51</li> <li>Up to 3 hours usage</li> </ul>	<p style="font-size: 2em;"><b>Grand Total: \$ _____</b></p> <p><i>Full payment and security deposit must be receive prior to the date of the usage)</i></p>
<p>Class Room (30-50 floor Seating Capacity) \$ 125</p> <ul style="list-style-type: none"> <li>Monday – Thursday \$ 75</li> <li>Up to 3 hours usage</li> </ul>	
<p>Stage Skirt ..... \$ 50 Drink Station..... \$ 50 Padded Chairs ..... \$ 0.50 Each</p>	

**THE TEMPLE PREMISES MUST BE VACATED BY 11 P.M. SHARP**  
*Please see back of this form for the Terms and Conditions.*

Nonrefundable Deposit: \$ \_\_\_\_\_  
(25% of total amount at the time of booking)

Balance: \$ \_\_\_\_\_  
(\$1000 Deposit and Remaining 75%, 30 days prior to usage date)

Date: \_\_\_\_\_  
User's Signature: \_\_\_\_\_  
Authorized By: \_\_\_\_\_  
Sign and print name \_\_\_\_\_  
(Facility Usage Committee Chair/Co –Chair Only)

Notes: a) **AMOUNT DEPICTED ABOVE WILL BE CREDITED TO YOUR TEMPLE MEMBERSHIP ACCOUNT.**  
b) Any deviation to this form MUST be authorized by The Temple Chairperson or The President.  
c) Contact one of the Temple Priests for additional priestly services.

## Terms and Conditions of the Hindu Temple Facility Usage

1. By signing this document, the user agrees to pay any damages/losses to the property and takes full responsibility of the guests that attend the event.
2. User will comply with all federal, state, and/or local laws, regulations, and/or ordinances.
3. The user will be responsible for any legal liabilities that might arise because of the event.
4. User agrees to indemnify and hold the Temple, all trustees, all officers, other members, agents, and/or employees of the Temple harmless from and against any and all claims, damages, losses, liabilities, demands, costs, and causes of action of any nature whatsoever and from any expenses including attorney fees, arising, directly or indirectly, out of or as a result of the use of the facility by the User and/or User's guests, including bodily injury, sickness, disease or death or injury to or damage to or loss of tangible property, including but not limited to termination of usage agreement and loss of use resulting there from.
5. The User will have the responsibility to have and/or purchase adequate insurance to protect himself / herself, guests, and the Temple for any and all damages arising out of or as a result of the use of the Temple facilities.
6. No political activities permitted on the Temple premises.
7. Except where incidental to the program, all other advertising, sale of merchandise, or distribution of printed material is prohibited.
8. Admission charges or collections are strictly prohibited without prior written consent by the Temple Board.
9. No decorations are to be attached in any manner to ceiling, floor or any walls. No sticky tape, staples, tacks, nails, glue, etc. are to be used on the tables and/or chairs.
10. All decorations must be removed after the function/event (Within 4 hrs).
11. The permission to use the Temple Facility does not carry with it the use of any equipment or personal property of the Temple unless specifically requested at the time of application.
12. No equipment or other personal property should be removed or rearranged without prior permission.
13. No smoking permitted in temple premises.
14. Absolutely NO ALCOHOLIC BEVERAGES PERMITTED IN OR AROUND THE TEMPLE PROPERTY/PREMISES.
15. NO NON-VEGETARIAN FOOD WILL BE COOKED, CONSUMED OR SERVED ON THE TEMPLE PREMISES.
16. A separate agreement between the Temple and caterer is required for clear communication of responsibility and standard of cleanliness. **Only Temple Approved Caterer and Decoration Vander's allowed.**
17. The Temple premises including kitchen, food serving and banquet area must be returned in the same condition as found prior to the event.
18. All bookings are subject to availability.
19. Confirmation of Reservations: No reservations are considered confirmed by the Temple or are binding to the Temple unless appropriate payments have been made to the Temple.
20. Payments: For Confirmation of Reservation: 25% of total usage charges must be paid to the Temple before a reservation is confirmed. **For Occupancy Permit: Remaining 75% of the charges and a \$1,000 security deposit must be paid to the Temple before an Occupancy Permit is issued to the User.** In case of the time difference between the reservation and the event date is less than 30 days than full amount of the usage charges must be paid to the Temple to obtain the Occupancy Permit. Issuance of the Occupancy Permit: The Occupancy Permit must be obtained 30 days prior to the date of Usage.
21. Cultural Class: If 35% of the total collection is less than the minimum charges of the area booked then the user will be responsible to pay the difference in the amount.
22. A refundable security deposit of \$1,000 is required with each event booking, which will be refunded to the user within seven business days subject to inspection and adjustments for itemized damages and/or losses if any after the event. Should the damages and/or losses exceed the \$1,000 deposit, the user hereby agrees to compensate the Temple in full, within 15 days of receiving the itemized statement of the damages and/or losses.
23. Availability of Facility ahead of time: No Temple premises including Kitchen or Dining area will be available for occupancy ahead of agreed-upon the occupancy. If premises are needed for occupancy prior to the agreed upon hours, additional charges for additional hours must be received by the Temple Office prior to Occupancy. Either a separate Occupancy Permit or an amendment to the original Occupancy Permit must be provided. In addition, additional charges will also be levied for extra hours of occupancy.
24. Any extra time requested before & after temple hours for decoration, food preparation, hall arrangement etc. will be subject to an additional charge of \$50 per hour.
25. Cancellation: The User will forfeit the non-refundable deposit in case of a cancellation of an event. If the cancellation is a result of an unforeseen and/or exigent circumstance, such as medical emergency or death of the User and/or User's family member, the Temple Board may, at its discretion, decide to refund the non-refundable deposit. The decision of the Temple Board shall be final in this regard.
26. All personal and rented items must be removed from the building after your event. No items are to be left for pick up the next day. Any such items left after the event, will be disposed of by the cleaners and the Temple will not be held responsible.
27. Fund raising at the temple is not allowed unless specifically approved by the Temple Board in writing in advance of the event.
28. Only Temple-supplied furniture is to be used in the Temple premises. If there is need for additional furniture, User is advised to consult the Temple Office prior to seeking outside furniture.
29. Cooking is restricted to Kitchen only (City Fire Code does not permit cooking in any other place).
30. These terms & conditions are subject to change by the Temple Board as and when required.
31. No Confetti allowed./**No Food On Stage or Green Room area**

I agree with the above terms and conditions.

User's Initials: \_\_\_\_\_