**Hindu Temple and Cultural Centre of Windsor**

7007 ENTERPRISE WAY WINDSOR ON N8T 3N6

315 CABANA RD EAST, WINDSOR, ON N9G 1A1

**Request for the use of HTCC – MALEMPLATI CULTURAL CENTER Facilities**

A. **NAME**: Date: \_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_

B. **ADDRESS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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C. **TELEPHONE** #: Home ( ) - Cellular ( ) -

D. **Number of people** attending the occasion including children (not to exceed 400): \_\_\_\_

E. Hall will be used for the following **purpose:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F. **Date of reservation requested: -------------------------------------------------------------------**

G. **Time** request: from: \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ Total hours: \_\_\_\_\_\_\_\_\_\_\_\_

H. Current rates for hall rental are: $180 for first three hours. Each additional hour will be $60.

PA (Public Announcement) system can be rented for $125 additional charge

J. **Wedding or special occasion booking**: 12 hours or more at a stretch will be $751for first 12 hours and $60 for each additional hours’ time.

K. Kindly read the following agreement carefully and make a mark in ( ) where applicable.

I hereby, agree:

(1) To fill out this form completely and pay a **$200/- deposit in advance to ensure reservation and confirmation, and understand that no reservation will be held otherwise. I further understand *that deposit will only be refunded if cancellations are made 30 days prior to date***

***of reservation. Call Temple Priest at (519) 966-3390 for all cancellations***

(2) Not to sell anything on temple premises or property without prior written approval. For any such approval kindly request in writing and include details of the material and make samples available if possible.

(3) All electrical equipment other than a PA system has to be pre approved in writing.

(4) To be responsible and pay for all the damages to HTCC property during my use.

(5) To be responsible to the damages, if any, to my personal items and Hindu Temple and Cultural Centre of Windsor, property brought on the Temple premises and not to make any claims for the same against the Temple.

(6) To be responsible for the personal injuries, if any, to anyone in my party and not to make any claims for the same against HTCC.

(7) To be responsible for the safety of my property and people in my party from all causes, and not to make any claims for the same against the HTCC.

(8) Not to bring any alcoholic beverages, meat, seafood, eggs, or food preparations containing those on the Temple premises.

(9) Not to allow anyone in my party to smoke, bring any pets, bring any firearm and/or create open fires on the Temple premises, unless approved in writing in advance.

(10) Not to allow Prasad/Food distribution inside the Prayer Hall.

(11) To leave the Temple premises and facilities used clean, i.e., put the trash out, clean any beverage-spills or food on the floor, clean the Temple pots & pans used, put the furniture back as it was before.

(12) To use kitchen facilities only for warming the food and not to cook.

(13) Not to use the facility for any other purpose than stated above and not to share its use with anyone else without HTCC’s prior approval. Further, I understand that if I do so I will have to pay twice the amount of actual charges.

(14) To abide by the HTCC rules and regulations. HTCC has right to cancel booking at any time.

(15) Not to put lights or decorations outside the building.

(16) To contact Temple Priest within two weeks of hall use to settle accounts i.e. to pay temple dues and collect deposit check. If I do not contact the manager within the stipulated time, the temple can use the deposit check amount towards hall rental charges without reference to me.

(17) **SPECIAL APPROVALS REQUEST: (Please give details for which the hall will be used):**

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Make check payable to Hindu Temple and Cultural Centre of Windsor