

CULTURAL HALL / CLASS ROOMS BOOKING . Effective Date June 1, 2014

Date & day of planned event use. Rented before? ___ Yes/No ___ If, so how many times? ___
Today's date

Name of Primary contact person: _____

Name of alternate contact person: _____

Address (Number, Street, City, State and Zip)

Contact Phone(Home,Mobile or Work) _____

Alternate Phone(Home,Mobile or Work) _____

Preferred email (Home or Work) _____

Alternate email (2) (Home or Work) _____

Member of Durga Temple ___ Yes ___ No

If not, please consider becoming: ___ Annual ___ Life Member

CULTURAL HALL BOOKING:

Maximum Occupancy 270 (With Tables and Chairs)

(Sundays are designated for Education & Bhandara. If available for other use, it must be restored & vacated by 3PM; other days by 10PM)

From: ___ AM/PM To: ___ AM/PM Total # of Hours _____ (INCLUDE SETUP & CLEANING TIME)

Renting for ___ Pooja ___ Cultural ___ Wedding ___ Meeting Educational ___ Other _____

CLASSROOM BOOKING:

Class Room # 1 _____

Class Room # 2 _____

From: ___ AM/PM To: ___ AM/PM Total # of Hours _____ (INCLUDE SETUP & CLEANING TIME)

Renting for ___ Pooja ___ Cultural ___ Wedding ___ Meeting Educational ___ Other _____

KITCHEN USE: Will you use the Kitchen? Yes ___ No ___ If so, please specify for ___ Warming ___ cooking

With cultural hall rental, kitchen is available at no extra cost FOR WARMING. You must follow rules and regulations.

Charges for Cultural Hall / Class Rooms: \$650.00 for 4 hours. Minimum hall reservation is for 4 hours. Add \$100.00 for each additional hour.
Charges for Cultural Hall from Monday to Thursday: \$ 400.00 for 4 hours. Minimum hall reservation is for 4 hours. Add \$100.00 for each additional hour. For CLEANING after the event, you have to pay extra to the cleaning person.

FOR EACH CLASS ROOM \$50.00 for each hour. Minimum reservation is for 2 hours. Add \$20.00 for each additional hour.

1. Refundable Security Deposit is \$300.00. It will be returned if the facility is left in good condition with no damage or any breakages, etc.
2. All Payments are due at the time of Booking. Booking cannot be confirmed without payment.
3. For Functions devoted for Hindu, Religion, Education or Cultural activity by Registered Non-Profit organization please provide the Registration letter with name and tax ID Number as a proof of NGO status. There is a 30% discount on the rental charges for such NGOs. This concession will be subject to the approval of the President of the Executive board.
4. No Alcoholic beverages/Non-vegetarian/Eggs are allowed to be served in the Temple anywhere. For Celebration, Cakes must be Eggless.
5. Cleaning after the function is the responsibility of the party renting the facility. Fine cleaning is done by the Temple Cleaning person at additional charges.
6. Rental Charges include the use of Table and Regular Chairs.
7. Audio / Sound, Video system are available for use with additional charges of \$100.00
8. Children need to be supervised at all times. One parent must be present with any child under 14.

I confirm that I have received and read the "RENTAL TERMS AND THE DISCLAIMER" and agree to abide by them.

Signature: _____

Date: _____

FOR OFFICE USE.

Booking confirmed: _____ Full Payment received? _____ On _____

Amount Received: _____ By Credit card, Cash or Check _____ On _____

Check Drawn on _____ Bank

Security Deposit: ___\$300.00 Check # _____ On _____

NOTE: IN CASE OF EMERGENCY, LOOK FOR EXIT SIGNS AND GO OUT IN THE OPEN PARK OUTSIDE. CONTACT MANAGEMENT

703-690-9355 / 703-725-3760