

# SRI VENKATESWARA TEMPLE

Location: 1230 S. McCully Dr., Penn Hills, PA 15235

Mailing Address: P.O. Box 17280, Pittsburgh, PA 15235

Phone: 412-373-3380 Fax: 412-373-7650 email: [svrvaru@svtemple.org](mailto:svrvaru@svtemple.org)

## Hall Rental Application

### Facility: Small Auditorium (Seating Capacity 75)

- **Includes**
  - Use of Hall and Stage
  - Parking Lot
- **Does NOT include**
  - Temple's Main Kitchen and Dining Area
  - Commercial Ovens
  - Any storage Areas.

### Rental Fees:

Security Deposit* (required before use of Facility)	\$300.00
Hall Rental	\$150/ First Hour
Additional Hourly charges	\$50.00 / hour
Priest Services	\$40.00 / hour
Optional Hall decoration and Set up (previous day 6pm-9pm)**	\$50.00
Cleaning Fees	\$100.00

**\*Security deposit of \$300 in form of a check (All checks payable to "SV Temple") will be held as a refundable security deposit. The deposit will be returned in 15 business days provided there are no damages to the facility. Devotee is responsible for any expenses incurred by the Temple for damage to the rental facility.**

**(The facility is not booked until the contract is signed and the deposit is paid.)**

**\*\* Temple Functions are high priority. All rental facilities are subject to availability. Information can be obtained at the front office.**

**HOURS OF USE 8 A.M. to 2 P.M. and 3 P.M to 9 P.M. If the event goes beyond the agreed to hours, an additional \$ 50.00 per hour will be charged. Discounts for increments will not be allowed.**

### **EQUIPMENT FOR USE WITH DUE DILIGENCE.**

- 12 rectangular tables, 8 chairs per table
- Two Speakers, Microphone and podium.

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## **PROHIBITIONS**

**SMOKING, ALCOHOL AND NON-VEGETARIAN FOOD is STRICTLY NOT permitted on the Temple premises. If any evidence is found of the prohibited activities on the premises, the damage deposit will be forfeited.**

## **PERSONAL PROPERTY**

Sri Venkateswara Temple and its management are not responsible for damages or loss to personal property of the customer, guests, invitees, independent contractors and/or entertainers/vendors, which is left on the premises before, during or after the event.

## **OBLIGATIONS OF RENTER.**

- At the end of the rental term, Renter will return the Facility in a **neat, orderly and clean** condition. Renter will be responsible for, and liable for all repairs to the Facility required as a result of damage caused by Renter and/or Renter's guest. Renter will be responsible for all **TRASH** disposals including leftover food.
- The caterer or person signing this contract is responsible for clearing tables and removing all garbage to the outside trashcans. If trash of any kind is left on top of the tables or trash is not taken out of the building to the trash cans the resulting charges will be deducted from the refundable security deposit.
- Decorations are allowed, however nothing may be used that will damage the walls, windows, woodwork, doors or ceilings of the building. All decorations must be removed after the event ends. No smoke, water or mist devices are allowed. Any damages left by decorations will result in an additional amount deducted from the deposit. Candles or Open flames **CANNOT** be used for decorative purposes.
- Setting up of Tents or Gazebos is **NOT** allowed on the premises.

## **FOOD AND BEVERAGE**

You may bring a caterer of your choice or provide your own food. If you provide your own food, Sri Venkateswara Temple and its management is not liable for anything arising from it.

## **INSURANCE**

The Caterer must present a certificate of insurance to the Management, as proof of general liability insurance, in the amount of \_\_\_\_\_. This must be present at least thirty (30) days prior to the event.

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## **INDEMNIFICATION AND HOLD-HARMLESS**

Renter agrees to indemnify and hold Sri Venkateswara Temple, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the Facility by Renter and Renter's guests, agents, or employees.

**Initial** \_\_\_\_\_

## **RIGHT OF ENTRY AND TERMINATION.**

Management of Sri Venkateswara Temple shall have the right of entry to the Facility at all times during the Event to confirm Renter's conformance to this agreement. If the Temple management determines, in its sole judgment, that Renter has breached a term of this Agreement, the temple shall have the right to immediately terminate this Rental Agreement prior to the expiration of its term and prior to the conclusion of the Event without any refund to Renter.

## **CONFORMANCE WITH THE LAW.**

Renter agrees that Renter will abide by and conduct its affairs in accordance with Sri Venkateswara Temple's Policies. Renter shall not engage in or allow any illegal activity to occur at the Temple Premises.

**The state and local fire regulations state that the capacity of the auditorium and dining hall shall not exceed the posted limits.**

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## FACILITY RENTAL AGREEMENT

Name of person responsible \_\_\_\_\_

Date of Rental \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Work Phone # \_\_\_\_\_ Other # \_\_\_\_\_

Type of Function \_\_\_\_\_

Number to attend \_\_\_\_\_

Sri Venkateswara Temple management agrees to rent the Small Auditorium to the preceding group/individual for \$ \_\_\_\_\_ beginning time of \_\_\_\_\_ and ending time of \_\_\_\_\_ on the date of \_\_\_\_\_.

Building and restrooms must be left neat and undamaged in all respects.

The Auditorium shall be occupied solely by the group who are parties to this contract. It is understood and agreed that the number of people in attendance shall not exceed 75.

It is understood that cancellation must be given in written form. Any cancellation will result in loss of deposit.

### **BOOKING AND CANCELLATION POLICY.**

- The security deposit has to be paid in full at the time of booking. The renter has 3 days to make any changes to the rental agreement.
- Full charge for the rental must be paid four weeks prior to the event.
- The rental fee will not be refunded if notice is received less than 7 days before the Event.
- The security deposit will be refunded if the Facility is not used.
- In the event of a power outage or other event that may render the Facility unusable, the rental fee and security deposit will be refunded.

**I/We hereby agree to the terms and conditions set forth in this contract and acknowledge receipt of a copy.**

Agreed: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Managers Approval: \_\_\_\_\_

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## FOR OFFICE USE ONLY

\$150/ First Hour + \_\_\_\_\_ Hrs. @ \$50.00 each + \$300.00 Security Deposit  
(refundable) \_\_\_\_\_ **Total Amount Due**

SIGNATURE OF RENTAL PARTY MEMBER \_\_\_\_\_

SIGNATURE OF AUTHORIZED AGENT \_\_\_\_\_

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

\* \_\_\_\_\_ (Initial here) I have read and understand this page.