



(Tax-Exempted Non-Profit Organization)

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

HSNC FACILITY USAGE FORM AND CONTRACT

Renter Contact Details: (All details are mandatory)

HSNC Member: Yes / No (Non-members need to pay listed Non-member Rates)

Facility Requestor (Renter) Name: _____

Organization OR Group Name: _____

Address: _____ City: _____ State _____ Zip _____

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

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

provide e-mail for communication/confirmation of Booking. Confirmation will be done by e-mail.

Event Details: (Circle One) * Personal Use * Group/Organization * Non-Profit Organization * Religious

Event Date:		Facility Requested (Circle Required)			Setup and Cleanup Time
<i>Circle Required Facility Write Start and Stop Time</i>	Main Cultural Hall	Temple Hall	LC/Sai Room		
From Hrs: (Start Time)					
To Hrs: (Stop Time)					
Addl. Requirements	Audio & Video Hrs:		Need Kitchen? Yes - No		

Mark on 2nd page of this form and List details of any Additional Item(s) / Service you may need for the event. 2nd page must be included with the usage contract:

(Print details on additional paper if required)

Acceptance of HSNC Facility Usage Terms and Conditions:

I / We on behalf of my Group / Organization agree to all HSNC Facility Usage Terms and Conditions and pay the Security Deposit and Total Facility Usage 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 Usage Contract Terms and Conditions and Facility Usage Policy in effect at the time of usage, listed on the HSNC website – www.hsnconline.org

Name: _____ **Date:** _____

Signature of the Renter: _____

----- **Please DO NOT Write BELOW this LINE** -----

Detail of Usage Fees/Payment (For USE of HSNC Facility Usage Committee ONLY)

Facility Usage Fees	Audio/Video Fees	Kitchen Use Fees	Cleaning Fees	Other Fees	Total Fees
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Deposit Check #	Deposit Check Amt.	Check#	Check Amount	Check Date	Entered By...

HSNC Main Cultural Hall and Temple Hall - Usage Charges effective January 2017

Check	MAIN CULTURAL HALL RATES	HSNC Members & Affiliated Community Organization	Non-Profit Organization	Private - Non Members
	Weekday - 6 Hours (Minimum)	\$900	\$1,125	\$1,250
	Weekday - 12 Hours	\$1,800	\$2,250	\$2,525
	Weekday - 18 Hours	\$2,000	\$2,400	\$2,700
	Weekend - 6 Hours (Minimum) (Fri, Sun)	\$1,300	\$1,560	\$1,700
	Weekend - 8 Hours (Fri, Sat (Minimum), Sun)	\$1,600	\$1,800	\$2,000
	Weekend - 12 Hours (Fri, Sat, Sun)	\$1,950	\$2,450	\$2,750
	Weekend - 18 Hours (Fri, Sat, Sun)	\$2,200	\$2,700	\$3,000
	Additional Hourly Charges after minimum Hours	\$100	\$100	\$100
	Additional Hourly Charges - After 11:00 PM	\$200	\$200	\$200
	Kitchen Use - Per Hour Rate	\$50	\$75	\$100
	*Weekday rehearsal – Min. 3 Hours	\$150	\$180	\$225
	*Weekend rehearsal – Min. 3 Hours	\$450	\$525	\$600
	Foyer can be used for Vendor display and selling good (max. 4 vendors).	\$150		
	Charges for Permission to set up Tent (Prior approval required).	\$400		
	* Rehearsal is only for events that has minimum 6-hour usage on some other day. Weekday Rehearsal can only be reserved within 30 days of the event and must be paid along with the reservation. Weekend rehearsal can be reserved only within 2 days of the rehearsal day if facility is available.			
	Audio / Video Equipment Rates			
	Projector - Main in Center on Stage	\$100	\$150	\$200
	Projector - 2 on Sides	\$100	\$150	\$200
	Stage Lights (Moving Heads and Wash Lights)	\$100	\$150	\$200
	Microphones	\$20	\$30	\$30
	DI Boxes	\$10	\$15	\$15

TEMPLE HALL RATES		HSNC Members & Affiliated Community Organization	Non-Profit Organization	Private - Non Members
	Weekday - 4 Hours (Minimum)	\$300	\$300	\$375
	Weekday - All Day - 12 Hours	\$750	\$750	\$950
	Weekend - 4 Hours (Minimum) (Fri, Sat, Sun)	\$350	\$350	\$425
	Weekend - All Day - 12 Hours (Fri, Sat, Sun)	\$850	\$850	\$1,050
	Microphones	\$20	\$30	\$30
	DI Boxes	\$10	\$15	\$15

HSNC Facility Usage Contract Terms and Conditions

1. Reservation for Usage facilities to be submitted recommended at least 60 days in advance.
2. Requests submitted fewer than 10 working days before the scheduled event may not be processed.
3. All Facility Reservation requests must be accompanied with completed form (download Facility Usage form from www.hsnconline.org - then go to **Resources TAB and click on HSNC Forms then HSNC Facility Usage Form**) OR under **Service -> Usage** menu or available at the Temple Hall. Renter should also submit liability insurance certificate with the usage form and contract.
4. Appropriate Security Deposit and Facility Usage Check as per guidelines on Usage Form must accompany this Form. (**Usage Application will not be processed without Checks**). Checks should be dated the same as application date.
5. 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 accepted and/or approved. Member agrees to all the usage rules and regulations by signing the usage application.
6. Rental includes use of Hall, Stage and Audio System. HSNC Audio Technician can be arranged at additional cost. Lighting, Round Table, Party items, Main Hall Kitchen facility used for cooking & Hospitality Services will be charged as per listed additional fees. Personal stove are not permitted on HSNC premises.
7. **Only vegetarian food is allowed. Alcoholic beverages and Non-Veg. food is not allowed. Smoking and Tobacco is not permitted in the HSNC complex/premises.**
8. Renter is responsible to take all Trash and Trash Bags to Dumpster and remove any unnecessary items left behind in the bathroom and hall. HSNC can arrange janitorial services at additional cost.
9. Renter is responsible and does need to completely clean the Kitchen area, take all left-over food and garbage from Kitchen area and return it in neat and clean condition.
10. Renter is responsible to put and store all Chairs & Tables back at designated area. HSNC can arrange setup & cleanup crew at additional cost.
11. Facility premises are expected to be handed over in a clean condition as per the usage checklist. Security Deposit will be returned after the HSNC usage committee has determined that the premises were left in the original state.
12. Renters will be liable for all damages to HSNC facility and equipment rented and is liable to pay for fixing. HSNC usage committee will be the final decision-making authority on the amount of charges.
13. Size of the group more than 400 being served at the event will be a factor taken into account during reservation of the premises. Group more than 400 requires police, parking and facility cleaning services. HSNC can provide services at additional cost.
14. For Weddings and Reception, the hall usage shall not be less than 6 hours for Temple and 12 hours for Main hall. Setup will be charged as additional hours. Early check-in to do set-up will not be allowed.

15. Foyer is a common area for HSNC. Foyer usage is for gathering before function starts, socialization, and Information/ticket table for the conducted programs. For any other use, needs HSNC permission.
16. No sub-renting is allowed. Rented Facility shall be used for the renter's event, and no payment shall be collected from third party without prior approval from HSNC.
17. Third party vendors may be allowed in porch by obtaining prior permission from HSNC. Charges for allowing third party vendors in porch is \$100 per vendor.
18. Parking lot is shared and open for devotees while any usage event is going on. Parking lot must be used for parking only and should not be allowed to use any vendors by the renters. No third-party booths/tables can be setup in parking area, except in the permitted tent by paying tent set up fees.
19. If renter requires to set up Tent in parking lot, charges are \$400 per day, regardless of it's in use or not. Tents should not block traffic around the premises, i.e. cars must be able to pass thru the tents, if tents are covering any section of the parking lot. Any damage to tents due to moving cars is renters' responsibility. Nails on asphalt, or any other damage to asphalt is not allowed. Any damage done to the parking lot due to tent installation and removal, is renters' responsibility. Renters must coordinate setting up and removal of the tents and pay for the repairs for any damage to HSNC facility. Tent(s) can only be setup on kitchen side parking and back of the main hall.
20. Renting on member's name for other or non-member person's or any profit/non-profit organization's event is not allowed.
21. Bollywood or Loud music, DJ's, Garba, Bhangra or any other dance etc. will NOT be allowed to be played in Temple Hall. Only Religious Events will be allowed in Temple Hall after approval from Religious Committee. Any other Events must be approved to be held at Temple Hall by HSNC Board. This is to maintain the sanctity of the Temple Hall.
22. During any rented event being hosted in the Temple Hall, devotees can come for prayers during normal temple hours.
23. For Temple Hall and Sai Room, individuals MUST remove their Shoes. Shoes are not allowed to be worn on these 2 premises of HSNC at any time.
24. Posting flyer on HSNC premises is not allowed unless Paid in advance with monthly rates per advertising policy.
25. Items such as Tables & Chairs are not allowed to be moved from one facility to another unless approved by Usage Committee in advance. Payment any additional items rented for use must be made by check.
26. HSNC employee is not responsible for procuring cleaning staff, chair setup staff or tent, or other items for renters' usage. Renters must not expect any special favor or arrangements for the renters to be made by HSNC employee outside of policy guidelines.
27. HSNC employee should follow the usage policy. Usage policy is final, and not what HSNC employee says or do.
28. Any usage will be subject to the usage policy in effect at the time of usage, which might be updated time to time.
29. HSNC is not responsible to provide paper products or any decoration materials for renters' needs.
30. All safety and fire regulations of local authorities must be complied to by the renter.

Payment Terms and Conditions:

1. Hall usages will be allocated on first come first served basis and subject to Availability.
2. Payment for security deposit and facility hall usage charges MUST be made along with the submission of the facility usage form at the time of reservation to process the application.
3. Security deposit & facility usage amount to be paid by check. Two Separate checks to be given for security deposit (30% of Usage) and full amount of facility usage charge. Both checks will be immediately deposited by HSNC.
4. Security deposit will be returned in 30 to 45 days once the event is over and facility returned without any damages after written check out confirmation from usage coordinator or usage committee.
5. Payments can be made via credit card, check or cash. Make all checks payable to "HSNC" and in the memo please mention Date and Facility requested for.

- Application will be processed, and Reservation will be confirmed only when the security deposit and facility usage 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 (rental@hsnconline.org) to the HSNC Usage committee. Forfeited money will go towards donation to HSNC.
- Refund of “Facility Usage Fees” (Not Security Deposit) will be as follows:
 \$25 Administration fee will be charged by default for all Cancellations / Changes.
 100% Refund of Facility Usage Fees - If reservation request is cancelled 90 days before the event.
 75 % Refund of Facility Usage Fees- If reservation request is cancelled 60 days before the event.
 50% Refund of Facility Usage Fees- If reservation request is cancelled 30 days before the event.
 No refund of Facility Usage fees - If reservation request is cancelled within 15 days of the event.
- Any Returned Checks will be charged a Fee of \$35 Bank Charges PLUS \$15 processing fee with Total of \$50.

Note: Any exception to the Payment or Cancellation policy will need to be presented in writing or by email to HSNC Usage Committee (rental@hsnconline.org) and it needs to be approved by the HSNC board.

NOTE: Security Deposit and Facility Usage Check should be payable to "HSNC" - Hindu Society of NC with **current Date on Usage Amount Check and Event Date (Post Date) on Security Deposit Check**. Memo section of the check should indicate Date and name of Facility requested for the event. Mail check and application to the HSNC 309 Aviation Parkway, Morrisville, NC 27560 Attn: Usage Committee Chair.

NOTE: HSNC does not allow taking any of the stuff/property of HSNC to outside of HSNC Premises, such as Chairs, Tables, Dandiya, Audio System, Microphones, Fans, Electrical Cables, Ladder and other such Items. HSNC Does Not rent these Items to anyone to take them outside of HSNC Premises. Any and All HSNC Property needs to remain on HSNC Premises at all the time.

Following are the Type of Events allowed to be hosted in the HSNC premises. Bollywood / Western Music and any kind of Filmy Dancing, DJ, Garba, Bhangra, and loud non-religious related Music etc. is not allowed in Temple Hall. Temple Hall is a place of worship and only Religious events are allowed. **Floor dancing is not allowed except for HSNC Navratri Garba**. Traditional cultural music events can be organized in Temple Hall with HSNC Board’s approval.

Event Type	Temple Hall	Sai Room	Main Hall/LC
Wedding Anniversary Party	NOT Allowed	NOT Allowed	OK
Birthday & Graduation Party	NOT Allowed	NOT Allowed	OK
Wedding, Baby Shower Ceremony and Memorial Service	Ceremony Only	NOT Allowed	OK
Namkaran (Thread ceremony)	OK	OK	OK
Entertainment Programs Dance/ Music/Drama/ Cultural / Dance Practices	NOT Allowed	NOT Allowed	OK
Educational Classes	NOT Allowed	NOT Allowed	OK
Katha or Religious Functions	OK	OK	OK
Regional / Social / Cultural Events	NOT Allowed	NOT Allowed	OK
Youth Camps / Health Camp / Summer Camps	NOT Allowed	NOT Allowed	OK
Conventions / Exhibitions for educational purpose only	NOT Allowed	NOT Allowed	OK
Fund raising events (HSNC reserves right to charge entry fee in addition to the hall usages for fund raising events)	NOT Allowed	NOT Allowed	OK

NOTE: Hosting of any events other than those listed above will required to be approved by HSNC Board. Discretion of the HSNC usage committee will be final to determine the type of event to be hosted in its premises and the usage facility charge for the event. HSNC reserves the right to change facility usage pricing without notice. Code of conduct must be followed while renting HSNC premises. HSNC reserves the right to refuse approval for hosting an event in its premises.