



Sri Siva Vishnu Temple

6905 Cipriano Road, Lanham MD 20706

Tel: (301) 552-3335 Fax: (301) 552-1204

E-Mail: ssvt@ssvt.org Web Site: <http://www.ssvt.org>



FACILITY RENTAL AGREEMENT

NOT TRANSFERABLE

Name			
Organization* (If any)			
Address			
Requested for rent	<input type="checkbox"/> Dining Hall <input type="checkbox"/> Aakaar Area <input type="checkbox"/> Men's Dressing Room <input type="checkbox"/> Holding Area <input type="checkbox"/> Homakundam -2 (Dining) <input type="checkbox"/> Ladies Dressing Room <input type="checkbox"/> Multi-Purpose Room <input type="checkbox"/> Main Homakundam (North-East) <input type="checkbox"/> Auditorium <input type="checkbox"/> Special Lighting <input type="checkbox"/> Audio / Video		
Date of Rental			
Time of Event	Start		End
Purpose of the Event			
Specify any admission charges	\$	Estimated Attendance	
Attach a list of all materials to enter the facility			
<p>Outside priests: If an outside priest is brought to conduct any puja or personal service, lessee will be required to pay equivalent amount (which the temple charges for the respective function) to the temple. Please note charges will increase depending on the number of priests required and services conducted.</p>			

*Religious and Non-profit organizations are requested to provide proof of non-profit status. Such organization get a 30% discount of the total charges.



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PAYMENTS

(Please make checks payable to SSVT)

	Payment Method	Payment Date	Amount Received	Comments
Deposit <i>50 % of Total Charges (with application)</i>	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card			
Balance <i>(One week before the event)</i>	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card			
Total Payment				

The applicant understands that the regular programs of the Temple proceed without interference. The applicant assures that there will be **NO NON-VEGETARIAN FOOD, ALCOHOL, SMOKING of any kind, ILLEGAL DRUGS or Harmful WEAPONS on the premises, grounds and parking lot.** The applicant agrees to abide by the rules and regulations of SSVT for the use of SSVT facilities. The undersigned guarantees to return the facility in the condition received before rental and the removal of all properties taken into the building after the event.

This signature releases the Sri Siva Vishnu Temple Trust from any responsibility or liability for accidents, injuries or loss of property. **I have read and understand the charges, rules and regulations governing the use of SSVT Facilities.**

Signature (of the Party)		Title		Date	
Name: (in PRINT)				Fax	()
E-Mail Address				Phone	()

FACILITY RENTAL AGREEMENT

Facility Rental Charges

1. AUDITORIUM CHARGES:

Please note temple facility opens at different timings during weekdays and weekends.

- a. On Weekend days: Friday evenings after **5PM**, Saturdays, Sundays and Holidays \$130 per hour for a minimum of 4 hrs. plus + \$130 per each additional hour up to **9:00PM**.
- b. On Week days (Friday rental ending before **3pm**) \$75 per hour for a minimum of 4 hours plus + \$75 per each additional hour up to **9:00PM**.
- c. On Weekends days: If event continues beyond **9:00 PM** or the premises needs to be opened prior to **7:00AM**, an additional charge of \$50 per hour for the extra hours will be required.
- d. On Week days: If event continues beyond **9:00 PM** or the premises needs to be opened prior to **9:00AM**, an additional charge of \$50 per hour for the extra hours will be required.
- e. On Weekends and Week days: If event continues beyond **9:00 PM**, an additional charge of \$40 per hour is required towards police security.
- f. If food is served, rental of holding area is mandatory at a cost of \$50.

THE RENTAL INCLUDES:-

- 1) 5 tables, 200 chairs
- 2) The Stage, 2 Mics
- 3) The existing sound system is available with the auditorium booking. The lessee must ensure to keep the sound level within the acceptable level and shall not affect the normal functioning of the temple or disturb the temple neighbors. (\$25 will be charged for each additional mic required)

DRESSING ROOMS

Men's and Ladies dressing rooms can be rented along with the Auditorium for a charge of \$25 each.

MANDAP AND DECORATIONS:-

- 1) A basic sankheda traditional mandap is available for a charge \$450. Other styles are available and can be customized to suit the event. Cost will vary accordingly.
- 2) Mandap will be set-up, decorated and dismantled by the temple staff.
- 3) Hall decoration to suit the occasion is available at an additional charge.
Enquire with the manager.

SPECIAL LIGHTING AND AUDIO SYSTEM

- 1) Special lighting for a charge of \$50 and audio system (Legacy system) are available at an additional charge of \$250 which includes 8 mics. The lighting system will be managed by the facilities manager and the lessee may not operate it.

FACILITY RENTAL AGREEMENT

2) Please note: The Advanced sound system is NOT available for rent.

2. DINING AREA CHARGES

- a. The Dining Hall will **NOT** be rented out after 3pm on Fridays and anytime Saturdays, Sundays and Major Holidays.
- b. Monday through Thursday and up to 3PM on Friday:
Rented at a charge of \$300 for a minimum of 4 hours and \$75 per additional hour.
If event continues beyond **9:00 pm** or the premises needs to be opened prior to **7:00AM**, an additional charge of \$50 per hour for the extra hours will be required.
Please note: If the dining hall is rented along with the auditorium, there will be no double charges for extra hours.
- c. Dining hall can be rented partially (5 6ft rectangular tables, 30 chairs) at a charge of \$150 for a minimum of 4 hours.
- d. The rental includes: 10 6ft rectangular tables, 60 chairs
- e. If food is served, rental of holding area is mandatory at a cost of \$50.

3. EDUCATION / MULTI-PURPOSE ROOM CHARGES

- a. Education/Multipurpose Room can be booked on Saturdays, Sundays and Holidays subject to availability: \$50 per hour for a minimum of 2 hrs. plus + \$50 per each additional hour. No food or fire permitted.
- b. Weekdays: Monday through Friday \$25 per hour for a minimum of 2 hrs. plus + \$25 per each additional hour. No food or fire permitted.
- c. Please note that there will be additional charges if this premises needs to be opened prior to temple opening time and if event continues beyond closing time.

After the function is over, any materials brought in to the premises, including decoration materials should be removed completely, and all furniture should be put back properly. Lessee is responsible for cleaning the rented space including clean-up of all spilled food, drinks etc prior to handing over.

4. AAKAAR AREA CHARGES

- a. Aakaar areas can be booked on Saturdays, Sundays and Holidays subject to availability: \$50 per hour. No food or fire permitted.
- b. Weekdays: Monday through Friday \$40 per hour.
No food or fire permitted.
- c. Please note that there will be additional charges if this premises needs to be opened prior to temple opening time and if event continues beyond closing time.

FACILITY RENTAL AGREEMENT

After the function is over, any materials brought in to the premises, including decoration materials should be removed completely, and all furniture should be put back properly. Lessee is responsible for cleaning the rented space prior to handing over.

5. MAIN HOMAKUNDAM (NORTH-EAST) CHARGES

- a. The Main Homakundam is available for Temple Homams only.
However, **if available**, the space may be rented out for other personal functions. Saturdays, Sundays and Holidays, it can be rented for \$75 per hour for a minimum of 2 hrs. plus + \$100 per each additional hour.
- b. Weekdays: Monday through Friday \$ 50 per hour for a minimum of 2 hrs. plus + \$75 per each additional hour.
- c. On Weekends days: If the premises needs to be opened prior to **7:00AM**, an additional charge of \$50 per hour for the extra hours will be required.
- d. On Week days: If the premises needs to be opened prior to **9:00AM**, an additional charge of \$50 per hour for the extra hours will be required.

6. HOMAKUNDAM -2 (EAST OF DINING HALL) CHARGES

- a. This Homakundam is primarily meant for Personal services. The rental of this space is included in the charges of the respective Personal service conducted.
- b. Can be booked on Saturdays, Sundays and Holidays for private functions subject to availability for \$50 per hour. Weekdays: Monday through Friday \$25 per hour.

Rules and Regulations for Use of SSVT Facilities

1. LESSEE WILL ENSURE THE FOLLOWING: -

- a. NO NON-VEGETARIAN FOOD, ALCOHOL, SMOKING of any kind, ILLEGAL DRUGS or Harmful WEAPONS are permitted on the temple premises or its grounds, including Parking Lots.
- b. Parking regulations should be strictly observed, particularly the no parking signs and handicapped areas and fire lanes.
- c. There will be no vendors or sale of any articles unless prior approval is obtained.
- d. Auditoriums, dressing rooms, corridors, bathrooms and outside areas must be maintained clean.
- e. After the function is over, any materials brought in to the facility, including decoration materials should be removed completely, and all furniture should be put back properly. (All spills, spilled food, spilled water etc., should be cleaned). Failure to follow above will mean that temple will have to arrange for the cleaning and any resulting charges will be deducted from the refundable security deposit.
- f. Temple property shall not be damaged. Special care should be taken to protect chairs, tables, kitchen, equipment, bathroom fixtures, curtains and audio-visual equipment. Decorations should be done as to not damage the walls or ceiling tiles while fixing them or removing them. The manager's decision on determining cleaning charges and repair charges will be final.
- g. Prior notification is required if homam (havan) is required in an area other than the Homakundam to address the issue of fire and smoke hazards.
- h. If rental furniture is used they must be received by the lessee and stored at a place designated by the manager. They must be removed at the end of the event/program either for storage or immediate pick-up.
- i. The auditorium, dining hall and all other facilities shall be restored to original order by putting back tables, chairs etc., in their respective places.
- j. Prior consent is required, if lessee were to use stage props.
- k. If lessee needs risers/platform for use on stage, an additional \$50 will be charged. Need to inform manager at the time of booking as prior notice is required for set up.
- l. If the lessee choses an outside decorator, an additional \$100 for set up (allotted time of 4 hrs) and \$100 for take down (allotted time of 4 hrs) will be charged. Please note that there will be an additional charge of \$100 if the decorator needs to be in the premises prior to temple opening time or beyond closing time.
- m. No food must be left behind after the event. Lessee is responsible for taking away or disposing of any leftover food after the event.

2. RENTING PERIOD: The renting period is from the time of possession by the lessee to the time of handing over.

3. BOOKING & CANCELLATION:

- a. A refundable security deposit equal to 50% of the total charges is to be paid at the time of booking the facility. Unless the security deposit is paid, the booking is considered tentative and the facility may be rented to other parties.
- b. If the prepayment is not done at the time of booking, the booking will be automatically cancelled.
- c. The booking can be cancelled at least 2 weeks prior to the event date with a penalty of \$100/-. No cancellation is permitted during the 2 weeks prior to the event and the security deposit will be forfeited.
- d. There will be appropriate charges levied if the function/event goes beyond the time booked for. These charges will be deducted from the security deposit and if the deposit is insufficient lessee will pay for the additional charges.
- e. If event continues beyond facility closing times or starts prior to the facility opening times an additional charge of \$50 per hour for each extra hour will be charged.

FACILITY RENTAL AGREEMENT

N.B

- a. The corridors, common areas plus bathrooms shall remain open for all visitors/devotees when the event / program is going on.
- a. Due to the state and local fire department regulations the capacity of the auditorium and dining hall shall not exceed the posted limits.