

HINDU TEMPLE & COMMUNITY CENTER, SOUTH BAY (HTCC)**420-450 Persian Drive, Sunnyvale, CA 94089****Phone (408) 734 4554 Fax (408) 734 0775**

(www.sunnyvale-hindutemple.org)

Application & Agreement for Use of the Community Hall Facility at Hindu Temple South Bay

The _____ through its authorized agent or personally _____

(Name of organization)

(Name of person)

Address _____

City _____

Phone _____

e-mail _____

(fill address of organization above, No PO BOX accepted)

(fill address of person above, No PO BOX accepted)

Hereby makes application for the use of Community hall and /or Assembly Hall

Rental Hall Name	Date	Hours	Day of the week	Estimated Attendance

The following use is to be made of the facilities: (Describe in detail the nature of the use, topic of speakers, if food will be served, will any additional lighting and sound equipment be used for extra affects.)

Rental charges of : \$ _____ (in words) _____
(includes rectangular tables and chairs available on premises. Normal cleaning fee is also included. It doesn't include public announcement system and kitchen facility.)

- 50% of rent is required at the time of conBrmation as advance rental charge. Balance of the rent is due seven days before the event (only for Auditorium Hall).
- Make check payable to Hindu Temple South Bay

Signature. of Applicant: _____ Date of application: _____

For Office Use Only				
Authorized Agent			Approved by	
Advance Payment	Amount \$	Date:	Mode of Payment	Check No :) / Cash
Final Payment	Amount \$	Date:	Mode of Payment	Check (No:) / Cash Check date:

Rental Details:

Rental Facility Name	Rent Duration	Facilities Available	Day of the week	Rental Rates
Sunnyvale Hindu Temple Auditorium	1 day (10:00 AM to 10:00 PM)	Chairs — 600 Long Tables — Dining Area A/C facility	Monday through Sunday	\$3,000/day + \$500 (For cleaning)
Assembly Hall (Capacity: 130)	6 hours (Temple duration hours)	Chairs — 130 A/C facility	8AM-2PM or 2PM-9PM	\$350 +\$50 (cleaning)

Arrangement of Chairs and Tables in the respective halls will have to be done by the renter.

Rules and Regulations:

- No alcoholic beverages are allowed. No meat to be served on the premises. No food allowed on carpet area. Use of staples and nails are not allowed to decor the rented area. All décor should be removed at the end the event. Use of tobacco products or illegal substance is not allowed at the Teriiple and Community Hall including parking area. No subletting allowed.
- No footwear allowed inside the Assembly Hall as it is inside the temple premises.
- Applicant hereby agrees to hold the Trustees, priests, custodians, and its agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or caused in any way by such use or occupancy of the community hall or Temple area. The lessee agrees to furnish such liability insurance for protection of the public and lessor for the amount of one million dollars 15 days before the event. 2 (two)-security guards are required if the attendance is over 500 people for *iinj' public*
- *Any representative of the HTCC can enter the rental place for the purpose of inspection without disturbing the performance. HTCC reserves the right to cancel the agreement with two weeks' notice. HTCC will refund all the fees taken. If any part of the contract including intended use of the premises is violated this contract is null and void and rent paid in advance will not be refunded.*
- Use or storage of propane, butane or liquid fuel is prohibited inside the Temple and Community Hall.
- Users must present appropriate permits prior to use of heating sources (e.g. electric, Sterno& or other open flame). Users are responsible for providing one fire extinguisher at each location where a heating source will be used.
- Users may use food warming equipment for the purpose of maintaining foods and beverages at a warm temperature if approved by Sunnyvale Department of Public Safety.
- Cooking is not permitted within indoor spaces of the Temple and Community Hall.
- Use of amplified sound for events is subject to the approval of the HTCC. Use of amplified sound in the outdoor areas (Per the Sunnyvale Municipal Code, section 9.48.010) of the Facility must be limited to the following time periods between 10 a.m. & 10 p.m. Any times other than these, the user would need to get a permit from the Department of Public Safety.
- Facility should be handed back to HTCC after cleaning and removing all garbage. Additional charges may be levied for cleaning and damages.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained to real or personal property that belongs to the Community Hall accruing through the occupancy or use of the facility.

I/We have received the copy of this agreement and understand the obligation as outlined in the application form.

Name of Applicant: _____ Title of applicant: _____

Date of Application: _____

Signature of Applicant: _____