

HINDU CULTURAL CENTRE OF LONDON ONTARIO
62 Charterhouse Crescent, N5W 5V5, London Ontario

SPECIAL EVENTS
HALL RESERVATION POLICIES & AGREEMENT

Policies Governing the Reservation of the Auditorium, Kitchen, Prayer Hall of the HCC

THIS FORM SUPERSEDES ANY PREVIOUS HALL RESERVATION FORMS

1. The auditorium, Kitchen and / or Prayer Hall of the Hindu Cultural Centre is reserved on a first come first served basis. The Board reserves the right to deny the use of the above to anyone without explanation.
2. Any ceremony conducted at the Mandir will be performed by one of the two approved HCC officiating priests. Prior permission of the H.C.C. Board will be required if you wish to use another Priest.
3. Prayer Hall is to be used only for Religious Ceremonies.
4. The specified capacity of the HCC prayer hall and the HCC dining hall is **520** and not more.
5. Rental fees for the use of the Prayer Hall and/or auditorium and/or kitchen for a time exceeding 3 hours are as follows:
 - i. \$1000.00 per day for members or non-members.
 - ii. A refundable deposit of \$500.00 per event is required to cover the Insurance deductible in the case of any insurance claim for damages resulting from the event.
 - iii. A refundable deposit of \$250.00 per event is required for cleaning and garbage disposal if it is not performed to HCC standards.
 - iv. All cheques should be made payable to the Hindu Cultural Centre of London, Ontario.
 - v. All fees and charges are to be paid in full at the time of booking, at least 10 business days prior to the event.
6. Rental fees for small private Poojas or ceremonies in the Mandir and for use of the Prayer Hall and/or auditorium and/or kitchen **and** for less than 50 persons, **and** for a time not exceeding 3 hours are as follows:
 - i. \$500 for the 3 hour or less time period
 - ii. The Renter must also make an appointment with the HCC Priest to discuss the services they wish to have performed, and we ask that the Renter offers a Dakshana to the HCC Priest for his services.
 - iii. A refundable deposit of \$500.00 per event is required to cover the Insurance deductible in the case of any insurance claim for damages resulting from the event.
 - iv. A refundable deposit of \$200.00 per event is required for cleaning and garbage disposal if it is not performed to HCC standards.
 - v. All cheques should be made payable to the Hindu Cultural Centre of London, Ontario.
 - vi. All fees and charges are to be paid in full at the time of booking, at least 10 business days prior to the event.
7. The kitchen may only be used for warming pre-prepared food and the main dining hall may be used for serving that food. The Renter or their caterer will not cook or prepare food in the HCC Kitchens. The fridge is only to be used for storing Puja Items, such as: Milk, Yogurt, Khir, Butter, Chee & Fruit. A list of suggested items is included as **Appendix 1**.

8. No Meat, fish, eggs, garlic, onions, or alcoholic beverages of any sort are permitted on the HCC property. In addition, Garlic and Onions are not to be used in the food preparation.
9. Smoking and consumption of intoxicating drugs on the premises of the Temple is strictly prohibited.
10. Decorations (**other than standalone decorations**) are not permitted. No items may be attached or affixed to the walls, floors or ceilings.
11. The Renter is responsible for the following.
 - i. Removal of all decorations and personal belongings.
 - ii. Correcting any damages occurring to the HCC Property associated with your use of the facility.
 - iii. Leaving the HCC facilities in the state it was provided to you for your event.
 - iv. Removal of the Garbage. All garbage from the garbage cans in the HCC facility including the coat rooms and washrooms, should be disposed of in the garbage bin provided at the end of the parking lot. **Please see attached garbage disposal guidelines attached as Appendix 2, and general housekeeping guidelines attached as Appendix 3.**
 - v. **Supervision** of the invited guests, caterers, outside help or any others associated with your event.
12. The HCC will not allow the Reservation of the HCC property by any Group or Organization outside of the HCC, who intend to use the HCC premises for activities (religious or otherwise) on a regular basis. The HCC reserves the right to deny the use of the HCC premises by anyone who wishes to reserve the property more than once in any given year.
13. Premises will be vacated by 1:00 a.m.

I _____ apply for the use of the Prayer Hall/ Kitchen/ Auditorium
 (Name of the Renter)

for _____, 20 ____ from _____ to _____.
 (Date) (Time) (Time)

I have read the policies and I agree to be bound by all aspects of it.

 (Signature of Renter)

 Date

 (Signature of the HCC Executive)

 Date

APPENDIX 1

LIST OF RECOMMENDED ITEMS

Items needed for your event such as: Plates, Cutlery, Crockery, Napkins, Paper Towels, Garbage Bags, Sponges, Tea Bags, Milk, Sugar, etc.

APPENDIX 2

GARBAGE REMOVAL & DISPOSAL GUIDELINES

All garbage from the garbage cans in the HCC facility **including the coat rooms and washrooms**, should be collected and disposed of **INSIDE THE GARBAGE BIN** provided at the North end of the parking lot.

The Renter is responsible for cleaning up and disposing of any garbage left on the premises, which has not been placed inside the Garbage Bin at the North end of the parking lot.

APPENDIX 3

HOUSE-KEEPING GUIDELINES

ACCESS TO THE HCC PREMISES:

An HCC Board Member will be on the site the night before the event, at a pre-arranged time, between 6:00 pm until 9:00 pm to hand over the Facilities Key, conduct a walk through with the renter prior to the event, and to facilitate access to the HCC premises and to ensure that all regulations are followed.

After the event, it is the responsibility of the Renter to conduct the post event walkthrough with a Board Member and to hand back the keys and pick up their deposit cheques which will be returned in full if there are no damages or outstanding clean up to be done.

KITCHEN & FOOD HALL:

The Renters of the HCC Facilities must leave the kitchen and the dining hall clean and tidy after every event. This involves stacking up the chairs, wiping down the tables, restoring the utensils to their storage areas, and cleaning up the floors. All perishable food items should be taken away from the Mandir. Please do not store them in the Fridge or the Freezer in the HCC kitchen. Please do not leave cardboard boxes and other personal items behind as it creates extra work for others.

*PLEASE SWITCH ON THE EXHAUST FAN BEFORE COOKING AND SWITCH OFF BEFORE LEAVING.
PLEASE DO NOT UNPLUG THE REFRIGERATOR, AS ANY FOOD CONTAINED THEREIN WILL SPOIL.*

PRAYER HALL:

Dry fruits, nuts and uncut whole fruits are ideal for distribution inside the Mandir. Members are requested to distribute all other Prasad outside the prayer hall. Please do not leave undistributed Prasad in the Mandir.

The Renter is responsible for vacuuming the Prayer Hall and Front Hallway. The sheets have to be folded and placed in the drawers provided. The microphones, the books and the instruments have to be restored to their respective areas.

EATING IN THE PRAYER HALL & FRONT HALLWAY IS NOT PERMITTED

FOYER:

Shoes have to be left in the coat room provided. Please do not leave them lying around in the hallway, corridors and stairwells as they pose a very real tripping and serious injury hazard.

This is your Mandir so please help us keep it clean!

HINDU CULTURAL CENTRE OF LONDON ONTARIO

62 Charterhouse Crescent, N5W 5V5, London Ontario

<http://www.hcclondon.ca>

HALL RESERVATION POLICIES & AGREEMENT

1. The Dining Hall, Kitchen and Prayer Hall of the Hindu Cultural Centre are rented to the devotees of the Mandir only. The Board reserves the right to deny the use of the above to anyone without offering any reasons or explanations. The HCC shall not allow Reservation of its facilities by any group or organization who intend to use the premises for activities (religious or otherwise) on a regular basis.
2. Any ceremony conducted in the Mandir shall be performed by one of the two approved officiating priests. The renter must make an appointment with the HCC priest to discuss the services they wish to have performed. We ask the renter to offer **Dakshina to the HCC Priest** or his services.
3. The specified capacities of the Prayer and Dining halls are 520 and 520 respectively.
4. The rental fees for the use of the Prayer hall, Kitchen and/or Dining Hall:
\$1000 per day
➤ **The kitchen shall only be used for warming pre-prepared food.**
5. Please refer to the Appendix to House-Keeping Guidelines regarding the use of the facilities.

I _____ apply for the rental of the Prayer Hall
(Name of the renter)

Kitchen/ Dining Hall on _____ from _____ to _____
(Date) (Time)

I have read the policies and agree to abide by all aspects of it.

(Signature of the renter) Date _____

(Signature of the Board Member) Date _____

The Hindu Cultural Centre of London

A FEW HOUSEKEEPING GUIDELINES

Kitchen & Food Hall:

The HCC would request sponsors of Preeti Bhoj to leave the kitchen and the dining hall clean and tidy after every Preeti Bhoj. This would involve stacking up the chairs, wiping down the tables, restoring the utensils and cleaning up the floors. All perishable food items should be taken away from the Mandir. Please do not store left over food in the fridge or the freezer. Please do not leave card board boxes and other personal items behind as it creates extra work for others.

All sponsors of Preeti Bhoj are requested to dispose of the garbage in the bins provided at the North end of the parking lot.

Prayer Hall:

Members are requested to distribute the Prashad outside the prayer hall. Dry fruits, Nuts and uncut whole fruits are ideal for distribution. Please do not leave undistributed Prashad in the prayer hall.

Eating in the prayer hall is also not permitted.

The HCC would request our members to give some of their time after the Sunday prayers to help vacuum the hall. The sheets have to be folded and placed in the drawers provided. The microphones, the books and the instruments have to be restored to their respective areas.

Foyer:

Shoes have to be left in the cloak room provided. Please do not leave them lying around in the corridors and stairwells as they pose a tripping hazard.

Mandir welcomes members to inform the community of cultural activities around the city by placing flyers on the HCC bulletin board, but these must be signed by the President/Vice-President of HCC. Please do not pin posters on the walls as it would be removed.

The HCC requests that the Mandir Foyer not be used to promote any other business, organization or community events.

This is your Mandir, so help us keep it clean.