



VASUDHAVI KUTUMBAKAM
All of Human Kind is One Family

AGREEMENT TO Temple Hall

- 1. The Hall will be used on ... (day/month) from ... to ... (time). A minimum contribution of ... will be made in advance at the time of reservation* Vishnu Mandir for the use of Hall up to 4 hours. An addition contribution of \$100.00 will be made for each hour over and above 4 hours.
2. The maximum hall capacity of 150 persons will not be exceeded.
3. The hall users will be fully responsible for all damages. The premises will be left in a clean condition after use. Kitchen will be properly cleaned and Hall will be vacuumed and swept. All trash will be properly removed and placed in the dumpster outside.
4. No food will be cooked on the premises. The hall users will bring their own serving Plates, spoons, napkins, and supplies etc. (No items in the kitchen are to be removed)
5. Absolutely No alcohol or meat or meat products will be served at the temple.
6. NO Smoking on the premises!
7. A security deposit of \$200 is required to cover any damages or cleaning expenses if The premises are not properly cleaned. The security deposit will be returned if There are no damages and the premises are properly cleaned.
8. The hall users are advised to obtain liability insurance for the event day, which will Protect them from unforeseen accidents. Vishnu Mandir cannot and will not be held liable for any accident during the event.
9. If cancellation becomes necessary, Vishnu Mandir shall be notified at least 7 days Before the event date for deposit return, otherwise deposit of \$100 will not be returned.
10. If the hall becomes unavailable for any act of GOD or due to any other reason Beyond the control of Vishnu Mandir, the Temple will not be held responsible.

----- date -----
Hall User (Vishnu Mandir Representative)
(Name)

(Address)

(Tel.)

----- e m a i l -----

Security Deposit: \$100 (cash/check
(Cash/Check)

Total Contribution -----

*Policy of advance payment is essential to avoid non-payment of contributions at the end of the function/event.

C h e c k l i s t

- 1. Lights are to be turned off**
- 2. Fans and air conditioner are be turned off**
- 3. All furniture and equipment are to be returned to original location**
- 4. All cleaning supplies are to be returned to original location**
- 5. Trash to be removed and placed in outside dumpster**
- 6. Doors are to be closed and locked before leaving premises**
- 7. Tables are to be wiped and be left as originally provided**

S h o u l d t h e r e b e a n y q u e s t i o n s , p l e a s e f e e l f r e e t o a s k s o y o u r i t e m s c a n b e a d d r e s s e d .