

HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC. (HTCS)
 Sri Venkateswara Temple (Balaji Mandir) and Cultural Center,
 1 Balaji Temple Drive, Bridgewater, NJ 08807
 Office Phone: (908) 725-4477. www.venkateswara.org

Application For a permit to use HTCS Facility

(Please read HTCS Rules and Regulations for complete details and before signing)

Please e-mail this form to: Mohan Myneni at Facilities.chair@venkateswaratemple.org; Ph. 201-424-4409;
 Krishna at Secretary@venkateswaratemple.org; Ph: 201-625-2151 and managers@venkateswaratemple.org

Name or Group:		Phone:	
Address:		e-Mail:	
Event Date and Day	From:	To:	
Rehearsal Date and Day	From:	To:	
Purpose:	Number of Guests:	Admission Charges: (Y/N)	

Caterer: Temple Cafeteria (Y/N) If No, Caterer Name & Address	Ph:	Liability Insurance (\$1M) (Y/N) Signed Security Payment Authorization form
Decorator: Name & Address:	Ph:	Liability Insurance (\$1M) (Y/N) Signed Security Payment Authorization form

Liability Insurance: "Hindu Temple and Cultural Center of USA, Inc." is to be named as "Additional Insured" on the policy for the coverage to be acceptable. If the sponsoring group already has a policy in these amounts, HTCS must be added as an "Additionally insured" for those dates the event will be held at HTCS facility.

Caterer: Extra Hours for set-up	Day & Date	From:	To:
Decorator: Extra hours for Decoration	Day & Date	From:	To:

Attach list of material entering facility: Flame retardant material only allowed:

Facility Name	Basic Rental Charges	Additional Facilities	Total Rental	Comments
Old Sannidhi Hall				
Old Auditorium		With Audio		
Kalyana Mandapam		With Audio		
Banquet Hall		With North hall		
North Hall		With Banquet Hall		
Auditorium.		With Balcony With Banquet Hall With North Hall		
Rehearsal Charges:		With Audio help		
Decoration				:
Extra Hours (start early or finish late) :				From : To : Hours:
EVENT TOTAL				
DEPOSIT (40% of Event total)				
BALANCE (To be paid one month before event date)				

I received a copy of or was directed to read on temple website the document "RULES AND REGULATIONS GOVERNING THE USE OF HTCS FACILITIES". I agree to abide by the rules and regulations of HTCS. This signature releases HTCS from any responsibility for accidents, injuries or loss of personal property. Need Signed Credit card Authorization form from Renter as security deposit.

 Renter Signature & Date: