

HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC.

Sri Venkateswara Temple (Balaji Mandir) and Community Center

1 Balaji Temple Drive, Bridgewater, NJ 08807

Web site: www.venkateswaratemple.org Phone: (908) 725-4477

EMAIL: HALLRENTAL@venkateswaratemple.org



Revised May 2025

APPLICATION FOR RENTING HTCS HALLS (Please read HTCS Rental Rates, Rules & Regulations for complete details before signing.)

NAME or ORGANIZATION:			
ADDRESS:		PHONE:	
		E-MAIL:	
EVENT DATE: (MM/DD/YYYY)		Pick a SLOT: Full day or Half day 10:30AM-09:30PM 08:30AM-01:30PM 03:30PM-08:30PM	
PURPOSE:		TOTAL GUEST COUNT:	

HALLS: (Select all halls you plan to reserve.)

Multi-Purpose Rooms	South Hall	Kalyana Mandapam	Banquet Hall	North Hall	Auditorium	+Balcony
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DECORATIONS, before your picked event slot? YES NO if yes, slot allocation not possible.				CATERING: Temple Catering Only.	
REHEARSALS? YES NO if yes, we may allocate only one half day on any weekday. Pick a half-day slot.				Morning	Evening

If you selected Auditorium, do you plan to use Auditorium Audio/lighting Equipment?	Yes	No
Are you expecting us to provide any equipment ex: Projector, Kitchen, Microphone etc.?	Yes	No
Do you want us to setup Chairs & Tables before your picked event slot?	Yes	No

Agreement with all of the following statements is required to ensure hall rental confirmation.

Any kind of Hazardous material or Flammable material are not permitted.	Agree
Vendors used for the event must submit 1MM Liability Insurance.	Agree
Credit Card hold Authorization is required for Security Deposit on the day of the event.	Agree

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 "insured party" for those dates the event will be held at HTCS facility.

Total rental charges will be calculated depending upon the facility rented, weekday or weekend, rehearsal, decorations, extra hours, security, custodial and vendor charges. You may be asked to sign an authorization form to charge to your credit card for any unpaid balance, to cover any damages to the Temple Property.

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.

Name of the person owning event:

Signature:

Date: