

## 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](http://www.venkateswaratemple.org)

Phone: (908) 725-4477



## RULES AND REGULATIONS GOVERNING RENTING HTCS CULTURAL CENTER & KALYANA MANDAPAM.

Revised version May 2025

### ✓ Booking Process

- Available to HTCS members and devotees for cultural, religious, and family events.
- [Submit an Enquiry](#) online or call the Temple office: **908-725-4477** Option 6.
- Temple representative will work with you in finalizing the **Application & Charges**.
- Reservation is confirmed **only upon 30% deposit payment**.

### 💰 Payment Terms

- **30% deposit** to book.
- **Remaining 70%** due within 6 weeks of deposit payment.
- If the event is booked <6 weeks away: **100% payment required upfront**.
- Extra Charges apply for damages, extra hours, equipment, custodial & security services.

### ✗ Cancellation & Change Policy

- Cancel within **7 days** of booking → full deposit refund: else deposit non-refundable
- Cancel between week 2–6 weeks of booking → 70% refund (deposit non-refundable).
- Cancel >6 weeks of booking date → **no refund**.
- **No date/venue changes allowed**; any request is treated as cancellation + new booking.
- Write to [hallrental@venkateswaratemple.org](mailto:hallrental@venkateswaratemple.org) for cancellation or change requests.

### 🙏 Priest Services

- Must use HTCS priest; can accompany outside priest **permitted with conditions**.
- Small scale Homam may be allowed except in Auditorium & Multi-Purpose rooms with permission.

### 🕒 Time Slots

- **Cultural Center:** Full day 10:30 AM – 9:30 PM (slightly adjustable, must not exceed 11hrs)
- **Kalyana Mandapam:** 8:30 AM – 8:30 PM
- Half day Slots: 8:30AM – 1:30PM or 3:30PM – 8:30PM
- No rentals between **10:00 PM to 6:30 AM**
- Extra hours = extra fees

## Setup & Decorations

- Temple provides tables/chairs but **does not handle setup/removal**. Fees apply if requested.
  - Decorations must be removed **within rental hours**.
  - Only professional decorators permitted.
  - **No stapling, taping, or sticking materials** to walls or curtains.
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## Food & Catering

- **Only vegetarian food** allowed.
  - **No outside catering vendors** permitted.
  - Temple cafeteria available for catering; food must stay within rented area.
  - No kitchen use unless **Banquet Hall** is rented, warming only, **no cooking**.
  - HTCS Hall rentals or Cafeteria does not provide servers, cutlery, serving spoons, linen, warming trays, or any food decorative material.
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## Audio & Equipment

- Auditorium Audio systems included but must be operated by **HTCS-provided technician**.
  - Projector rental available in Auditorium events only.
  - If Auditorium lights need special operation, must be operated by **HTCS-provided technician**.
  - Limited Audio systems available in other halls.
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## Halls & Capacities

- **Auditorium:** 600 (450 floor, 150 balcony)
  - **Banquet Hall:** 300
  - **North Hall:** 300
  - **South Hall:** 200
  - **Kalyana Mandapam:** 150
  - **Multi-Purpose rooms - Room 1(25), Room 2(25), Room 3(50)**
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## General Rules

- No alcohol, meat, smoking, drugs, balloons, or tents.
  - HTCS not liable for accidents/loss.
  - Liability insurance (\$1M) required for vendors/decorators.
  - No sub-leasing or commercial activities without pre-approval.
  - The Event Owner shall not advertise or promote any event held at HTCS facilities in a manner that implies endorsement or sponsorship by HTCS.
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## Legal & Safety

- **Force Majeure** clause protects HTCS from uncontrollable events.
  - **Indemnity** clause holds renter responsible for violations or damage.
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