HINDU TEMPLE & MAHATMA GANDHI CENTER
INDIA CULTURAL SOCIETY. 714 Preakness Ave., Wayne, NJ 07470

www.gandhicenter.org, ::: njgandhicenter@yahoo.com,

Terms and Conditions for Hall Usage

Office Hours: By Appointment Only ::: **Phone:** (973) 595 - 7117, (973) 305 - 1538

All reservations are granted following the acceptance of the terms and conditions and upon the advance payment of deposit per schedule below. There is no exception to this rule.

1. All reservations are for full day usage of the specified hall starting from 8.00Am to 11.00 pm. Additional usage maintenance will be $100/hour.
2. Reserving party is responsible to set up the table and chairs and at the end of the program; the party will fold and stack the chairs and tables as directed.
3. Smoking anywhere inside the premises is prohibited.
4. Any alcohol consumption and any usage of intoxicating drug usage are prohibited. Any person entering the premises with the influence of drug or alcohol or person with any uncontrollable behavior during the occupancy of the premises will be removed by the reserving party. The party is responsible for the safety and well being of the attending group. Management reserves the right to remove each person or party violating this rule.
5. Following the conclusion of the usage, the party will report any accidental damage or incidences to the management. The liability is the sole responsibility of the reserving party.
6. The party agrees to use the premises for the purpose for which it is reserved. Any other usage decent or indecent is strictly prohibited. Sub-letting is strictly prohibited and the deposit will be forfeited.
7. The party is required to pay the security deposit 60 days in advance or at the time of reservation. The confirmation in writing is required for the reservation. The assurance of the facility is contingent upon the full payment 30 days prior to the event.
8. Cancellation policy: 60 or more days within the days within the date of event full refund of the deposit. 31-59 days loose 25% deposit. 7-30 days liable for 50%, 0-6 days liable for 90%. All payments IN ADDITION TO deposit must be paid 15 days in advance.
9. For any unforeseen reason not under the control of the MGC, the liability of ICS and the Center is limited only to the return of the deposit and fees paid.
10. The life member, upon verification, will be allowed 5% discount. The active members of the Board of Trustees or the Executive Committee will be allowed 10% discount. This privilege applies only to the immediate family of the member.
11. The donation of $50,000 upon receipt qualifies the donor for one time free usage certificate of the Center.

12. The professional and registered non-profit organizations may submit the signed application for the detailed consideration for the usage of the facility. A separate memorandum of understanding will have to be executed by the officials of the requesting party and ICS. These terms and conditions for reservations also apply.
13. Please be advised that no action, noise or behavior should cause any disturbance to the neighborhood at any time of the day. Please advise and control the attending members on the day of the event.
14. Strictly vegetarian food is allowed on the facility. No food or drink is allowed on the second floor. The party is responsible for the bagging and disposing the food plates and garbage to the dumpster area.
15. The kitchen usage and cleaning charges are separate. Facility to cook on premises is available. Kitchen usage charges are separate and party may negotiate to be paid by the caterer.
16. No wall hanging, tape, poster or permanent installation is allowed on any part of the premises, inside or outside on the property. Unless authorized in writing, display solicitation, distribution of flyers or any type of advertisement is strictly prohibited.
17. Sales or distribution of any merchandise, food or promotional items is strictly prohibited.
18. Any outside caterer or food provider must have the insurance covering the serving and distribution of such services on the MGC premises. Party reserving the premises is fully responsible for the verification of this condition, and takes full responsibility for any liability.
19. Any ceremony, act or display requiring the permit and the insurance is the sole responsibility of the reserving party. The party must provide proof of such permit and insurance at least one week prior to the event. The management reserves the right to refuse and cancel the reservation in such case if not complied.
20. Following the end of the event, the reserving party will walk through the reserved premises and will hand over the reserved premises in as received condition to get the written acknowledgement from the facility management for the refund of the deposit.
21. Our Temple Priest must perform social and religious ceremony on the premises of MGC only and that is within the reservation period only. Please note this before signing the reservation.

I/we have read the terms and conditions for the reservation and use of the facility and agree and agree to abide and follow the instructions provided and as advised.

Signed....., Date.....Signed....., Date.....

Print Name ..... Print Name .....

The ICS is looking forward for the success for your event and look forward to encourage you to be the active member of the ICS. Please encourage the attending part members to become the life member and donate generously to the worthy cause of the Center.