



# VEDIC SOCIETY HINDU TEMPLE

Religious Cultural & Recreational Centre



ESTABLISHED 1971  
Registered charity no. 263969

79/195 Radcliffe Road, Northam, SOUTHAMPTON SO14 0PS  
Telephone: 023 8063 2275

## BOOKING FORM – MATA KI CHAWKI SPONSOR

<b>Sponsor's Name:</b>		(Block capitals please)	
<b>Address:</b>	<b>Landline:</b>	<b>Mobile:</b>	
<b>Postcode:</b>	<b>Email:</b>		
<b>I wish to organise Bhojan for Mata Ki Chawki as follows:</b>			
<input type="checkbox"/> <b>Catered - £400</b> The team at the mandir will do all the catering (of up to 7 dishes as agreed by kitchen committee) and provide the plates etc. It is up to the sponsor to clean the hall after the meal by wiping all tables and sweeping the floor. There will be a £100 fine if the premises are left dirty. If a cleaner is required, for an additional fee, then tick the box below.			
<input type="checkbox"/> <b>Self-catered £100</b> The sponsor buys all the ingredients and plates etc. and cooks the meal. No onion or garlic is permitted. They are also responsible for cleaning the kitchen and the hall after the meal by wiping all tables and sweeping the floor. There will be a £100 fine if the premises are left dirty. If a cleaner is required, for an additional fee, then tick the box below.			
<input type="checkbox"/> <b>Cleaner required £30 – Please let us know in advance if you need this.</b>			
Please ask the panditji or see website for up to date charges. Any questions, please contact <a href="mailto:secretary@vedicsociety.com">secretary@vedicsociety.com</a>			
<b>Reason for booking:</b>			
I have read the conditions and agree to abide by them.		<b>Date:</b>	
<b>Sponsor's Signature:</b>			

### FOR OFFICE USE ONLY

<b>Amount Received:</b>	£	<b>Receipt No:</b>	
<b>Approved by:</b>		<b>Job Title:</b>	
<b>Signature:</b>		<b>Date:</b>	

## **TERMS & CONDITIONS OF HIRE:**

1. Bookings are on a first come first served basis and where applicable, booking is not confirmed until the payment is received.
2. The reason for booking should be clarified on the form. If the reason for booking is identified as a private event, additional charges will be applicable.
3. Temple activities will take precedence over group activities and personal functions and may be cancelled at short notice.
4. The Temple Trustee's reserve the right to review the activities from time to time to make sure they comply with the objectives of the Temple and are undertaken for the benefit of the Temple and the community.
5. Preparation of the Hall is the responsibility of the Sponsor(s). Before leaving, sponsor(s) should ensure that the kitchen has been cleaned ensuring the floors have been mopped, tables and chairs in the Hall should be wiped down (and put away where applicable) and all rubbish must be cleared and placed in the appropriate refuse collection bins. The facilities should be left clean and tidy and as one would wish to find it.
6. The Sponsor(s) must inform their guests children are not permitted in the kitchen area.
7. All accidents, breakages or any damage to the facilities must be reported immediately to the Panditji or any Temple Trustee by the Sponsor(s) for rectification at the Sponsor(s) cost.
8. It shall be the Sponsor(s) responsibility to ensure that all Health and Safety rules are observed and to make their guests and attendants aware of the fire exits.
9. The Vedic Society Hindu Temple will not be held liable for any accidents or injuries occurred to individuals, specifically whilst moving and handling chairs and tables.
10. To comply with Health and Safety regulations, it is the responsibility of the Sponsor(s) not to exceed the capacity of the hall (350 people).
11. The Sponsor(s) are permitted to invite up to 40 guests, any guests exceeding this number will be chargeable at £3 per person
12. The Sponsor(s) may request a key, to be held for the period of hire, obtainable from the Panditji which should be returned immediately after the event. This arrangement is discretionary. There will be a charge of £75 payable by the Sponsor(s) if the keys are lost.
13. Preparation and consumption of alcohol or any non-vegetarian food (including eggs and sea food) is strictly prohibited on the Temple premises including the Temple car parks. Smoking is also strictly prohibited on the Temple premises including the Temple car parks.
14. Any funds raised on the Temple premises must be donated to the Temple.
15. Any decision by the Temple Trustees shall be final and accepted along with these rules, as part of the conditions of hire. I have read the terms and conditions of hire and agree to abide by them:

Signature:

Date: