

TERMS & CONDITIONS OF HIRE:

1. Bookings are on a first come first served basis and not confirmed until the Trustees have approved and, where applicable, a full donation has been received.
2. Vedic Society Members will have priority over non-members on any bookings.
3. Temple activities will take precedence over group activities and personal functions and may be cancelled at short notice.
4. The Temple Trustees 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. All accidents, breakages or any damage to the facilities must be reported immediately to the Panditji or any Temple Trustee by the Hirer for rectification at the Hirer's cost.
6. It shall be the Hirers responsibility to ensure that all Health and Safety rules are observed and to make their guests and attendants aware of the fire exits.
7. 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.
8. To comply with Health and Safety regulations, it is the responsibility of the Hirer not to exceed the capacity of the hall (350 people).
9. Preparation of the hall is the responsibility of the Hirer. The facilities should be left as one would wish to find them. If cleaners are booked, the Trustees will do their best to make them available as requested. However, the final responsibility lies with the Hirer. All rubbish must be cleared and placed in the appropriate refuse collection bins.
10. The Hirer may request a key, to be held for the period of hire only, obtainable from Panditji, to be returned after the event. This arrangement is discretionary. There will be a charge of £75 payable by the Hirer if the keys are lost.
11. 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.
12. Smoking is also strictly prohibited on the Temple premises including the Temple car parks.
13. Any funds raised on the Temple premises must be donated to the Temple.
14. 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:

FOR OFFICE USE ONLY

| Facility | Minimum Donation | Receipt No | Amount Received |
|---|--------------------------------|-------------------|------------------------|
| Community Hall per day (excluding Kitchen) | £400 | | |
| Community Hall (up to 6 hours maximum excluding kitchen) | £300 | | |
| Kitchen facilities includes vessels, heating or preparation of food | £100 | | |
| Public Address System | £50 (+£100 refundable deposit) | | |
| Cleaner | £30 per cleaner for 2 hours | | |
| Regular Activity | Discretionary | | |
| Other Donations received | | | |
| TOTAL | | | |