



**Vedic Society Hindu Temple**

79 - 195 Radcliffe Road  
Southampton  
SO14 0PS

**Tel:** 023 8063 2275 • **Web:** www.vedicsociety.com  
**Registered Charity Number:** 263969 (Established 1971)

**GENERAL BOOKING FORM**

(For the hire of the community hall, kitchen and other facilities)

**IMPORTANT**

- This form **MUST** be completed by **ALL** persons who wish to hire the Temple facilities for any event. If Panditji's services are required, please complete 'Panditji's Services Form'.
- The completed form must be returned to Panditji with the Payment before the hire of the facilities.

<b>Name of Sponsor(s)/Hirer:</b>	
<b>Address:</b>	<b>Telephone:</b>
	<b>Mobile:</b>
	<b>E-mail:</b>
Post Code:	
<b>Member of The Vedic Society Hindu Temple:</b> Yes / No (Please circle)	<b>Membership Type:</b> Life / Annual (Please circle)

I wish to perform \_\_\_\_\_ in the Temple or Hall (delete as appropriate) on date: \_\_\_\_\_ and would like to hire the following facilities for: No. of days \_\_\_\_\_:

**Hall & Kitchen Hire - including decorations and set up time**

Hall <b>or</b> Kitchen only for (up to 6 hours)	£150
Hall & Kitchen together (up to 6 hours)	£200
Hall & Kitchen (more than 6 hours)	£300
Public Address System - Hall	£100

**Description of Event**

\_\_\_\_\_

I have read the terms and conditions of hire and agree to abide by them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*(10% reduction to the total charges for members of the Vedic Society)

- **All charges must be paid in advance to Vedic Society Hindu Temple.**
- All charges have been waived off by the Vedic Society Hindu Temple
- **Bookings will only be confirmed on receipt of full payment.**
- Havans should be performed in the community hall only.



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**PLEASE NOTE: No private or Public Function categorisation. All Public Functions will be performed by Vedic Society Hindu Temple only.**

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## **TEMPLE CHARGES without Bhojan for the following: (Prasad optional)**

Havan	
Satyanarayan Katha	
Sunderkand Path - (As per Panditji's charges sheet)	£ _____
11x Hanuman Chalisa	
Purnima Katha	
Bhajan Kirtan	
<b>Total Cost</b>	<b>£ _____</b>

## **TEMPLE CHARGES with Bhojan**

### **Havan/Katha/Path (as above) with Bhojan or Self Catering**

Havan/Katha/Path etc. - (As per Panditji's charges sheet) £ \_\_\_\_\_

#### **Utilities only**

(Use of kitchen or hall, cleaning, gas and electric Charges) £150.00 £ \_\_\_\_\_

#### **Bhojan Package**

(As per menu selection) (No utilities charge) £ \_\_\_\_\_

**Self catering** (please tick) Yes

**Additional Hall & Kitchen Hire** (If hrs Less than <6 £50, More than >6 £300) £ \_\_\_\_\_

**Public Address System** (£100) £ \_\_\_\_\_

**Total Cost** £ \_\_\_\_\_

**Any additional contributions to the Vedic Society Hindu Temple are most welcome.**

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### Conditions of Hire

1. Bookings are on first come first serve basis and will be confirmed once approved by the Trustees of the Society. Applications will only be considered with a completed form and a cheque payable to Vedic Society Hindu Temple in total is enclosed.
2. The Vedic Society Members will have priority over non members on any bookings.
3. Temple activities will take precedence over group activities and personal functions. If there is a cancellation, the Society will endeavor to give the hirer as much notice as possible.
4. The 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 in general.
5. All accidents, breakages or any other damage to the facilities must be reported immediately to either the Panditji or any Temple Trustee for rectification at the cost of the Hirer.
6. For security reasons, it is the responsibility of the Hirer not to exceed the capacity of the hall **which is 350 people.**
7. Preparation of the Hall is the responsibility of the Hirer. The facilities should be left in its original clean state at the end of the function, with all items stacked away in their appropriate places (especially utensils and chairs).
8. The Hirer may request a key to be held for the period of hire. This key will be handed over to you by Panditji and it should be returned to him after the event. This arrangement is discretionary.
9. Preparation and consumption of alcohol or any non-vegetarian food (including eggs and sea food) is strictly prohibited in the Temple complex, including the Temple car park.
10. Smoking is prohibited in the Temple complex.
11. Any funds raised on the Temple complex must be donated to the Temple, unless there is prior arrangement of this with the Trustees.
12. Any decision by the Vedic Society Trustees shall be final and accepted by all along with the above rules as part of the conditions of hire.
13. It shall be the Hirer's responsibility to ensure that all Health & Safety rules are observed and to make everyone, who is in the Temple, complex aware of it.

**Please ensure you read these Terms and Conditions prior to signing the agreement.**

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**FOR OFFICIAL USE ONLY:**

The Vedic Society Hindu Temple has approved the hire of : (Tick as appropriate)

**TEMPLE CHARGES without Bhojan**

**TEMPLE CHARGES with Bhojan**

**Temple, Hall, PAS & Kitchen Hire**



**Total Charge**

£ \_\_\_\_\_

**Payment Received**

**Yes/No**

Signed: \_\_\_\_\_

Date \_\_\_\_\_

Vedic Society Hindu Temple  
 Southampton  
 (June 2015)