

Guidelines for Hall Bookings

Terminology

1. Please note the meaning of the terminology used in these guidelines
 - a. You – The person(s) responsible for hiring, using and consuming the services provided by SST-DBM.
 - b. We – The managing committee of Shree Swaminarayan Temple – Dharma Bhakti Manor (SST-DBM) responsible for providing the services consumed by you.
 - c. Personal Event -

Deposit

1. Before you pay the deposit, you must read and understand the Terms and Conditions of usage including;
 - Menu rate
 - Hall timing
 - Deposit to be paid
 - Use of hall

To avoid any misunderstanding afterwards, you will need to obtain information about the points made above.

2. The booking is only confirmed as final when the deposit is paid and you have received a receipt.
3. At the time of paying the deposit, you will be required to confirm the date and time of hall usage. The deposit for hall usage is **non-refundable** under any circumstances.
4. Before the use of any hall an additional cash deposit which covers liability and damage must be paid as follows:
 - Hari Krishna Hall - £700
 - Ghanshyam Hall - £200

This cash deposit will be refunded after the event if no damage has been caused or additional cleaning is necessary.

5. Hari Krishna Hall can be booked for 9 hours and Ghanshyam Hall can be booked for either a 9, 6 or 4 hour period. It is also important to note that times of availability are
 - 9am – 3pm and 5pm – 11pm (6 hour booking),
 - 9am – 1pm, 2pm – 6pm and 7pm – 11pm (4 hour booking).
 If the hall is required for additional hours then this will only be permitted if no other booking has been made before or after your function. You will be charged at an hourly rate, for the number of hours you use.
6. If you exceed the booking time, the refundable cash deposit will be forfeited
7. You must pay in full for catering, hall usage and any other additional services that we will be providing 4 weeks in advance of usage date if payment is by cheque and 2 weeks in advance if payment is in cash.
8. Cheques should be made payable to **Shree Swaminarayan Satsang**

Hall Usage

9. You are responsible for cleaning the hall and returning it in the state in which you received it. You will be responsible for stacking the chairs and tables back where you found them, in an organised manner. This must be done within the hall usage time.
10. We will ensure the air-conditioning, heating, lighting and electrical equipment are available for your use and you will receive instructions for their use. You are responsible for managing their use during your permitted hire time. Any damage caused by misuse will result in forfeiting of the refundable cash deposit. We are not responsible for unsatisfactory results caused by not following their instructions.
11. We cannot permit the use of any items/decorations that require fixing to the walls, floors, ceiling or furniture.
12. We do not permit fireworks on the grounds of SST-DBM and no form of music or instruments is allowed to be played outside of the hall.
13. You are responsible for insuring any personal events within the premises including your guests. We will not accept any liability for accidents, injuries or damage caused by or as a result of personal events.

Catering

- 14. You must confirm the catering order 2 weeks prior to the event.
- 15. We do not permit catering from outside the temple within the premises. We reserve the right to dispose of any food, which is catered externally.
- 16. We do not permit the use of the lawn area for dining purposes. You must only use the hall that you have hired. If anyone is found using the lawn for dining purposes, the refundable cash deposit will be forfeited.
- 17. We provide 1 rubbish bag per 100 people. You will be responsible for any additional rubbish bags required.
- 18. We recommend that you bring additional cups, rubbish bags, kitchen towels/napkins, serving trays, water jugs and food containers if you feel you will require them.

General

- 19. Any enquiries about the hall booking can be made **Monday to Friday from 9am to 9pm only.**

Registry

The civil ceremony can only take place within the Hindu marriage ceremony.

Event Date: Event Time: to

Print Name: Signature: Date: