



# Hindu Temple of Rochester

120 Pinnacle Road, Pittsford, NY 14534-1008

Phone: (585) 427-8091; <https://htor.org/>

## TEMPLE FACILITIES RESERVATIONS FORM (V2 2024)

**Note:** If using printed form, please check latest ver on the Website: <https://htor.org/hall-reservation>

### Section A: DETAILS OF THE PARTY RESERVING TEMPLE FACILITIES:

Name \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: (Cell) \_\_\_\_\_ (Home/Alternate) \_\_\_\_\_

Address: \_\_\_\_\_

Coordinator Name \_\_\_\_\_ Phone (cell) \_\_\_\_\_ E-mail \_\_\_\_\_

### Section B: HALL / ROOM RESERVATION: (Tick mark or cross-off as applicable):

UPSTAIRS (PRIVATE PUJA) , DOWNSTAIRS HALL , SMALL ROOM  \_\_\_\_\_ (for meetings etc.)

- Purpose:** Private Function , Wedding , Community Event , Memorial Services
- Date of Use:** \_\_\_\_\_ Hours needed: \_\_\_\_\_ to \_\_\_\_\_ Total \_\_\_\_\_
- Date of Setup (if different):** \_\_\_\_\_ Hours needed: \_\_\_\_\_ to \_\_\_\_\_ Total \_\_\_\_\_
- No. of Guests:** \_\_\_\_\_ 5. **HTOR Member** for current year?
- Open to Temple Devotees, at no charge:**  \_\_\_\_\_ (50% discount on **rental only** if open to devotees)

### Additional Needs:

- Temple Kitchen** used by you or your Caterer:  If checked, please fill section C.
- Warmer cum Serving Station:**  9. **Tall Tray Food Warmer:**
- Microphone(s)** in addition to 2 default: \_\_\_\_\_
- Round tables**  How many \_\_\_\_\_ (~8-10 per large table)
- Chair Covers**  13. **Chair Sashes**  **Color:** \_\_\_\_\_
- Banquet Supplies & Setup** needed from Temple?  How many guests: \_\_\_\_\_  
(includes Table Covers, Runner, Napkins, Silverware, Plates, Goblets)
- Center Piece:**  **Standard or Custom:** \_\_\_\_\_
- Pre-Event Setup:**  **Type:** (Theater / Meeting etc.): \_\_\_\_\_
- Post-Event Cleanup:**  (included for Weddings)
- Standard Mandap:**  Additional Mandap Requirements: (Extended Stage, Wedding Backdrop, Welcome signs etc): \_\_\_\_\_
- Photography/Videography:**  No. of Cameras: \_\_\_\_\_
- Live-Streaming:**  Static Camera or Live Monitoring: \_\_\_\_\_
- Other needs, if any: (Music, Garlands, Samagiri etc): \_\_\_\_\_

**Note:** Detailed amounts for 1 through 21 shall be sent subsequently. **Hall Rental:** Rectangular tables, chairs and 2 green rooms are included in rental by default. The rental party is responsible for all supplies like paper products, table covers, and any other decorating supplies. Prior approval is required for all decorations and timing.

**Wedding:** The wedding havan will be at the Downstairs Hall. Only certain rituals are allowed to be performed upstairs if Temple Priests' Services are utilized.

**Section C: Kitchen Usage Rental (for Satvik style foods only):**

**Purpose:** Private Function , Wedding , Community Event

**Date(s) of Use:** \_\_\_\_\_ **Hours needed:** \_\_\_\_\_ to \_\_\_\_\_ **Total** \_\_\_\_\_

**Use of Kitchen:** Full Cooking and Distribution , **Warming and Staging only**

**Temple Kitchen Servcies:**  such as Rice, Tea/Coffee, Entrée, Supplies etc. Please specify: \_\_\_\_\_

**Note to CATERERS using TEMPLE KITCHEN...** Please provide the following information:

- 1) Full liability wavier or insurance with HTOR included as additional insured for Min. \$1 Million.
- 2) Names of all employees / contractors who will use the kitchen: \_\_\_\_\_
- 3) You will leave the facility clean, with no damage/loss, stoves turned off, no grease or oil on the floor. In case of default, you will reimburse HTOR the expenses for clean up or damage/loss and 20% handling fee.

**Caterer Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Section D: All Hall & KITCHEN RENTAL PARTIES: Read and Initial if in agreement:**

Please Temple website for latest Temple facility use rules and regulations:

I have read all HALL Rental & Wedding policy as applicable and agree to all the guidelines. \_\_\_\_\_

I will inform **ALL** of my guests of the guidelines and the code of conduct of the Temple. \_\_\_\_\_

**I will leave the Temple facilities / premises and in a clean and acceptable condition.** \_\_\_\_\_

I agree to the Refund Policy of the Temple and to reimburse for any **damages / costs incurred by Temple.** \_\_\_\_\_

I agree to pay any fees incurred by the Temple if my checks are returned because of insufficient funds. \_\_\_\_\_

*Renter hereby agrees that Renter (and Renter’s agents) will comply to all applicable County, New York State and Federal tax laws when using The Hindu Temple of Rochester INCs (“Temple”) premises for any commercial purposes and also assumes all liabilities arising of any such use. For avoidance of doubt, Renter hereby also agrees to relinquish and reimburse all direct and indirect costs from any such direct & indirect tax liabilities including any expenses.*

Date of Cancellation w/o penalty \_\_\_\_\_ w/ 20% penalty \_\_\_\_\_ w/ 50% penalty \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**FOR TEMPLE USE ONLY**

Reservation Approved: \_\_\_\_\_ Date: \_\_\_\_\_ By: Name \_\_\_\_\_

Deposit Amount Paid: \_\_\_\_\_ Cash/CC/Check # \_\_\_\_\_ Date \_\_\_\_\_

Usage Amount Given: \_\_\_\_\_ Cash/CC/Check # \_\_\_\_\_ Date \_\_\_\_\_

Priest Services needed  **(Separate form to be filled)**

Cancellation Policy:

- 1) Full refund 45 days before the booking date
- 2) 20% Penalty 30 days before the booking date
- 3) 50% Penalty 15 days before the booking date

*This form was originally issued on Aug 2015 and updated in June 2024.*