



GROUPS

**RENTAL REQUEST FORM
ASSOCIATIONS OR NON PROFIT ORGANIZATION
(There is a separate form for individual devotees)**

Organization:		
Contact Person:	Today's Date:	
Cell Phone:	Email:	
Street Address:		
City:	State:	Zip:
Type of Event:	Estimated Number of Attendees:	
Rental Date:	Time From:	Time To:

	RENTAL	FEE	TOTAL
AUDITORIUM (Max capacity 325)	Rental during Week days (Monday – Thursday) - 5 Hours only	\$300	\$
	Rental during Week end (Friday - Sunday) - 5 Hours only	\$375	\$
	Additional Hours above 5 Hour Rental: _____ hours x \$75/hour	\$75/Hour	\$
			\$
	Cleaning Service see Rental Agreement (takes 4 to 6 hours minimum) Deposit	\$100	\$
NEW MULTI PURPOSE HALL (Max capacity 100)	Rental during Week days (Monday – Thursday) - 5 Hours only	\$275	\$
	Rental during Week end (Friday - Sunday) - 5 Hours only	\$300	\$
	Additional Hours above 5 Hour Rental: _____ hours x \$45/hour	\$45/Hour	\$
	Cleaning Service see Rental Agreement Deposit	\$100	\$
SHIVA ROOM (Max capacity 15)	Associations - 2hours flat fee of \$25	\$25	
	Above 2 hours Hourly fee	\$20	\$
KITCHEN	Rental for 5 Hours only (8 am – 1 pm) or (3 pm – 8 pm) – Choose 1 slot	\$250	\$
	Additional Hours above 5 Hour Rental: _____ hours x \$50/hour	\$50/Hour	\$
	HTW does <u>NOT</u> provide any cooking ingredients/serving supplies, renter to bring their own		\$
	Cleaning Service see Rental Agreement (takes 6 hours minimum) Deposit	\$100	\$
JAIN TEMPLE LECTURE HALL [NO FOOD ALLOWED]	Number of Hours: _____ hours x \$35/hour	\$35/Hour	\$
	Renting for Classes - 8 Hour Minimum (for one contiguous 8 Hour block of time on one day)	\$150	\$
OTHER RENTAL	Audio Rental – Amplifier Only – Plus 3 Microphones and Cords included.	\$100	\$
	Refundable Security Deposit required Deposit	\$100	\$
	Separate Check Is Required for Deposit		
	All Cleaning charges are \$15/ hour	\$15/hr	\$
	Refundable Security Deposit required for ALL Rentals – Separate Check Is Required for Deposit	\$	\$
	Temple Custodian Charges when applicable (4 hours minimum):	\$15/hour	\$
Page 1 of 3	Estimated Total:		\$
	Amount Due including Deposit :		\$
	Amount Paid with signed contract (circle) by: CCard Check# Cash		\$
	RENTER SIGNATURE:	DATE:	



RENTAL AGREEMENT

1. I/We will check with HTW before booking any event – as HTW events have 1st preference.
2. I/We agree to use **only** the **“Rented Area”**, share common areas & return in clean condition as I/we found them.
3. ALL DISCREPENCIES or DAMAGES PLEASE NOTIFY IMMEDIATELY TO OFFICE MANAGER FIRST OR TO MR. AMITAVA SENGUPTA (262.719.9260) TO AVOID ANY ISSUES, INCLUDING SECURITY DEPOSIT.
4. I/We understand HTW may only allow maximum 1 hour grace period for decoration & setup. Contact Office or Amitava. Unless arrangement is made, Security alarm is set for 11pm every night. Temple must be vacated by or before 10:50 pm.
5. I/We will follow & understand all HTW Safety Rules currently in place. Will not block any Emergency Exits, Fire Extinguishers and other marked Electrical panels.
6. I/We will not use the Elevator or Stair door next to Elevator after 8:30pm as Alarm may sound. Police may show up.
7. I/We understand HTW Auditorium or Kitchen Rental does not include any Cooking ingredients or Serving utensils.
8. I/We understand all Areas we used will be cleaned, Garbage & Recyclables taken out to outside dumpsters prior to leaving HTW.
9. **Auditorium** : Clean up all tables & chairs & putting those back in storage. Sweep clean the floor, stage & dressing rooms.
Kitchen : Wash all kitchen utensils, sweep/mop up Kitchen floor & leave it free of food droppings, oil & dirty water.
10. I/We will remove all cooked & unused Foods, used oil & drinks from the premises & from Fridge, Cooler & Freezers.
11. I/We will remove all Personal Decorations & other Personal properties & left over food from the premises.
12. I/We will replace Garbage can liners. Can liners, broom, Mop & dish washing soap will be provided by HTW.
13. I/We understand HTW may use our deposit for any unpaid Cleaning services, or for repairing any damages to temple by us or guests attending our function. If cost exceeds Deposit amount, I/We will be responsible for the overage.
14. I/We agree to take responsibility for the Audio Equipment. If the Audio Equipment is damaged, I/We will forfeit the Deposit and will be charged replacement or repair costs of the damaged equipment.
15. HTW will refund deposit promptly if above conditions are met. HTW WILL BE PROVIDED A SEPARATE SECURITY DEPOSIT CHECK SO IT CAN BE RETURNED WITHOUT CASHING ONLY IF NO PROBLEMS ARE FOUND IN THE COURSE OF OUR USAGE OF TEMPLE PREMISES. THIS CHECK WILL BE MAILED BACK WITHIN 10 days after the event and cannot be used for any adjustments towards any pujas or rentals.
16. Refund Policy – 80% refund for cancellations 2 months before event. No refund for cancellations less than 2 months before event.

Signed by Renter : _____ Date : _____

FOR HTW USE ONLY

Full Refund Deposit. YES NO (see below)

Description of any Issues & Problems found after the Rental: (Use another page if needed)

Signed & Approved by HTW Representative. : _____ Date: _____



DECLINE CLEANING SERVICES

Renter :

Date :

HTW can provide **contact** for Cleaning Services (\$15/hour per person w/ 2hrs minimum). Please contact Amitava (262-719-9260) or HTW office at least five days prior to the event date.

It is sole responsibility of the Renter to negotiate & manage timing, number of persons needed etc. to complete cleaning on time. The Renter is also responsible for full payment at the end of their shift. All cleaning personnel must leave the Temple along with the Renters.

At night vacate the premises on or before 10:50 PM. Temple Security Alarm will be set at 11:00 PM.

HTW takes no responsibility for the Cleaning Services as they are an independent contractor.

I am declining the temple offered cleaning services for the rentals today. I will be responsible for cleaning the place(s) I am renting.

Signed by Renter : _____ Tel. : _____