



VEDIC SOCIETY HINDU TEMPLE

Religious Cultural & Recreational Centre



ESTABLISHED 1971
Registered charity no. 263969

79/195 Radcliffe Road, Northam, SOUTHAMPTON SO14 0PS
Telephone: 023 8063 2275

SPONSOR OF TEMPLE EVENT FORM

Community Hall, Kitchen and other facilities

Sponsor's Name:		<small>(Block capitals please)</small>
Address:	Landline:	
	Mobile:	
	Email:	
Postcode:		
Member of the Vedic Society Hindu Temple: Yes / No		
I wish to Sponsor the following Temple event:		
Date of event:		
<p>I agree to cater for the event and provide all the ingredients (no onion/garlic permitted) and plates etc and cook the meal.</p> <p>I agree to clean the Hall and Kitchen thoroughly by wiping down tables and work surfaces and sweeping and mopping the floors in both the Kitchen and Hall.</p> <p>I agree to leave the temple tidy and the carpet hoovered.</p> <p>Please read more conditions overleaf.</p>		
Access to the community hall or kitchen the day before for preparation : Yes / No <small>Extra charges will apply.</small>		
Panditji's services needed for the function: Yes / No <small>(if Yes then please complete a separate form for this service)</small>		
Number of cleaners required: _____ <small>at an extra charge</small>		
I have read the conditions of hire and agree to abide by them. Applicant's Signature:	Date:	

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. Booking can only be made 3 months in advance.
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 Trustee's 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 Sponsor's 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 Sponsor. Preparation of the Hall is the responsibility of the Sponsor(s). Before leaving, sponsor(s) should ensure that the Temple has been vacuumed, the kitchen has been cleaned ensuring the floors have been mopped, tables and chairs in the Hall should be wiped down and put away and all rubbish must be cleared and placed in the appropriate refuse collection bins. The facilities should be left clean and tidy and as one would wish to find it. Failure to do so will mean a fine. If cleaners are booked, the Trustees will do their best to make them available as requested. However, the final responsibility lies with the Sponsor.
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

	Donation	Receipt No	Received by
Donation	£		
Donation for utility charges	£100 per day		
Cleaner	£30 per cleaner for 2 hours		
Keys taken			
Keys returned			