

BTCC Facility Rental Terms & Conditions

For BTCC Supported & Non-Profit Organization Events

Standard Requirements on Rental Facility

In order to maintain the sanctity and cleanliness of the Facility.

- Auditorium Seating Capacity with Tables for Food and Chairs is 220.
- Auditorium Seating Capacity for Non Food Seating events is 320.
 - Yagnashala Capacity with Tables and Chairs is 180.
 - No Meat or Alcoholic Beverages Permitted.

1. **Send your rental check and your separate security and damage deposit in the amount of \$250.00 for the Rental to be valid. This deposit check will be deposited together with the rental check.** If any dishes are left for BTCC to clean and excessive mess left behind then we will determine the amount to be deducted from the deposit, and refund the difference, if any.
2. ****If it comes to the attention of the Executive Committee that another Life member's name has been used to rent the Facility then the Life Member who allows the use of his name will be deprived of BTCC Membership. **The Non-Member rates will apply.**
3. Send in your payments as soon as possible. If your payments are not received and someone else wants to rent the Facility and sends in their payments, then first pay first rental applies.
4. Please call a week in advance as to how you want the tables/chairs set up for the event.
5. If balloons are used during any event, then you are responsible for having them removed.
(Suggest: - do not use them during the function in the Hall) No push pins, Duct tapes or banners shall be attached on the walls or floors. Instead of Duct tape use your own Painters tape.
6. No food or personal effects to be left at the end of the Event or any of your Utensils. **BTCC does not** wash any dishes. If you wish BTCC to **wash the dishes** from your function, please let us know ahead of time so that we can ascertain the extra charges. Any leftover food has to be put in Garbage Bags and put in the Dumpster. Do NOT use the sink for this purpose. **DO NOT** leave for BTCC to do this work. Personal effects will be disposed of without any recourse at our discretion.
7. If you are going to use the exterior for cooking, then use Cardboard under the stove to prevent the oil from staining the Concrete Floor. Also use Table covering on tables to prevent staining.
8. Do not block the AIR CONDITIONING VENTS at the Stage. This blocks all the air to the Heating & Cooling Systems and results in Damage to the Units. **Also do not drag CHAIRS or TABLES on the floor, since doing this causes damage to the tiles.**
9. Have someone authorized in your group to make sure all trash cans are emptied and are not overflowing. Garbage bags are provided by BTCC.
10. Anytime you notice any trespassers then first take their picture as well as their car information and request them to leave our facility. If you have any problem with the trespassers, then call the police. #911
11. If you need to **ENTER & EXIT** the TEMPLE at any other times when the TEMPLE is not open then contact by leaving the message (If we do not recognize your number we might not answer) **Sandeep Dambla (269-352-6260), Vinu Patel (859-433-7686) for Instructions.**

Printed Name

Signature

Date

Bharatiya Temple & Cultural Center (BTCC)
3050 N. Cleveland Rd., Lexington, KY 40516 - 9617
Website : www.btcky.org & email: btcky.religious@btcky.org
A Non Profit Organization: Tax Exempt # 31-1557332

FACILITY RENTAL FORM

Renter's Name : _____
Address : _____
City _____ State _____ Zip _____
Ph. Contact # (1) _____ No. of Days _____
Rental Date : ____/____/____ No. of Days: _____
(MM / DD. / YEAR) # of People at the Function _____
Start Time : _____ End Time : _____

BTCC SUPPORTED & NON PROFIT ORGANIZATION EVENTS

MONDAY THRU THURSDAY
RENT = \$ 500 / DAY
PLUS SECURITY DEPOSIT

BTCC SUPPORTED & NON PROFIT ORGANIZATION EVENTS

FRIDAY THRU SUNDAY
RENT = \$ 800 / DAY
PLUS SECURITY DEPOSIT

FACILITY USING PRIOR TO EVENT FOR DECORATION ONLY ADD \$100
ADD \$ 50 FOR AUDIO EQUIPMENT RENTAL EA. TIME PLUS OPERATOR CHARGE
Practice Sessions : Call Mr. Sandeep Dambla ahead of time to ensure facility is not rented
Practice Sessions: No Food = No Charge / W/Food = \$ 100.
To Reserve email or Text : Mr. Sandeep Dambla at sandeep.dambla@gmail.com
OR 269-352-6260

TOTAL RENTAL CHK. = \$ _____ TOTAL DEPOSIT CHK. = \$ _____

Please Send both the Rental Chk. And Security Deposit Chk. Payable to BTCC:
Address : Mr. Sandeep Dambla - 3052 Polo Club Bld., Lexington, KY 40509
Please email copies of this Form and Signed Rental Terms & Conditions Form To:
sandeep.dambla@gmail.com

NOTE :

1. Completed forms should be emailed and Payment + Deposite (\$250) checks should be mailed to the above mentioned address within 7 days of confirming the date(s) for the event with BTCC. If not BTCC will reserve the rights to rent to other people for this date(s)
2. Please DO NOT handover the forms and/or checks to anyone, you will be responsible for any lost forms and /or checks which might impact your confirmed dates