

Bharatiya Temple & Cultural Center (BTCC)

3050 N. Cleveland Rd., Lexington, KY 40516-9617

www.btccky.org | btccky.religious@btccky.org

A Non-Profit Organization | Tax Exempt # 31-1557332

FACILITY RENTAL FORM

Renter's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Rental Date: ____/____/____ Number of Days: ____ # of People at the function: ____

Start Time: _____ End Time: _____

RENTAL AMOUNTS (Please check the amount)

LIFE MEMBERS		
	Monday thru Thursday	Friday thru Sunday
ALL EVENTS	<input type="checkbox"/> \$750 + tax	<input type="checkbox"/> \$1,350 + tax
MEMORIAL SERVICE (NO FOOD)	<input type="checkbox"/> \$100 + tax	<input type="checkbox"/> \$100 + tax

NON-LIFE MEMBERS		
	Monday thru Thursday	Friday thru Sunday
ALL EVENTS	<input type="checkbox"/> \$850 + tax	<input type="checkbox"/> \$1,850 + tax
MEMORIAL SERVICE (NO FOOD)	<input type="checkbox"/> \$200 + tax	<input type="checkbox"/> \$200 + tax

SECURITY & DAMAGE DEPOSIT: \$250 (must pay separately)

OTHER RENTAL FEES (optional – please check):

- YAGNASHALA USE** (Only with Auditorium Rental): \$450 + tax (Table/Chairs Provided)
- If Facility is needed prior to event for Decoration ONLY (no food):** \$100 + tax
- If Facility is needed prior to event for Decoration ONLY (with food):** \$350 + tax

For Reservation: Please email copies of this form and Signed Rental Terms & Conditions to Mr. Sandeep Dambla at btcc.rentals@gmail.com OR contact him at 269-352-6260.

Once the form is received, you will receive an invoice for rental amounts and security deposit.

PAYMENTS: Please follow the instructions on the invoice to guarantee your reservation.

This form must be received by Sandeep Dambla and invoice payment must be received by Himanshu Patel to guarantee the reservation. – DO NOT handover the forms/payments to anyone.

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FACILITY RENTAL TERMS & CONDITIONS

For General Community Organized Events Standard Requirements on Rental Facility

To maintain the sanctity and cleanliness of the Facility:

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

1. **Send your rental amount check and your separate security and damage deposit in the amount of \$250.00 for the Rental to be valid. This security deposit check will be deposited together with the rental check.**
2. If any dishes are left for BTCC to clean and excessive mess is left behind then we will determine the amount to be deducted from the deposit, and refund the difference, if any.
3. 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/her name will be deprived of BTCC Membership in which case, **The Non-Member rates will apply.**
4. 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 rental payments, then first pay first rental applies.
5. Please call a week in advance as to how you want the tables/chairs to set up for the event.
6. If balloons are used during any event, then you are responsible for having them removed. (Suggestion: - do not use them during the function in the Hall) No push pins, Duct tapes or banners should be attached on the walls or floors. Instead of Duct tape use your own Painters tape.
7. 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 must 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 BTCC discretion.
8. 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.
9. 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.**
10. Have someone authorized in your group to make sure all trash cans are emptied and are not overflowing. Garbage bags are provided by BTCC.
11. 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
12. 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)
13. **Please contact Sandeep Dambla at 269-352-6260 or Vinu Patel (859-433-7686) for Instructions.**

BTCC encourages everyone to become life members by paying \$2,000 to take benefits of membership.