



Help All Serve All, Help Ever Hurt Never



Sri Shirdi Sai Baba Temple of Austin Sri Venkateswara Temple of Austin

Community Hall Rental policies

- Rent: Half Day \$500 – 5 hours; Full Day - \$1000
- \$100/hr for every incremental hour used beyond the agreed rental.
- Renter agrees to pay \$250 deposit to reserve the hall, within 5 working days of blocking the date. The temple will open the agreed date to the public on failure to pay the deposit within the said time.
- Renter agrees to pay 100% 14 days prior to event.
- Renter will pay for actual use time in the facility, not just reserved time.
- Events must end by 9 pm and all parties must vacate premises by 10 pm.
- Renter agrees to vacate when asked to if necessary, to make room for another reserved incoming group.
- A simple audio and lighting system is provided at no extra charge. Using the light or sound mixer causes additional charges, PLUS the cost you incur for a sound and/or lighting technician.
- CANCELLATION POLICY – If for any reason the booking should be cancelled,
 - 60 days prior to the event – Full amount collected will be refunded.
 - 30 days prior to the event – 50% collected will be refunded.
 - Less than 30 days – no refund
- Renter has to identify the technician who will operate the sound and light system and must be approved by the temple.
- No open flames permitted without special permission.
- Adult supervision of children is required at all times, including the kitchen, with a ratio of no more than 6 children under 11 to one adult (over 18 years of age).
- Mounting putty is the only approved method to be used to affix decorations. Tacks, nails, staples, cellophane tape, duct tape or other fastening methods are NOT permitted.
- Renter agrees to take down all decorations within the rental time.
- Sri Shirdi Sai Baba Temple of Austin (Temple) agrees to provide Renter with a clean and working facility. Temple's liability is limited to refunding fees if facility is not workable.
- Temple assumes liability related to its gross negligence.
- Renter assumes all liability to guests and others related to their event.
- Renter agrees to pay any damages related to their event.
- Renter is responsible for cleaning and leaving the facilities in "like" condition as when the rental started. This includes, but is not limited to, emptying trash, sweeping floor, and cleaning off tables and chairs.
- The renter agrees to set up and take down all chairs, tables and stack them in the cabinets, unless agreed to the contrary with the temple.
- Renters are responsible for ALL of their supplies. They agree not to use Temple supplies of paper products and the like. Renter can use Temple utensils but must clean them. Any extra cleaning incurred by temple will be charged to the renter. Food MUST be entirely vegetarian. Renter is aware that Temple has a community kitchen where devotees are used to coming into the kitchen and eating prasada. Therefore, food intended specifically for a group must be marked and separated.

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