



Sri Ashtalakshmi Temple

JET USA Houston Chapter

Hall Rental Policy

Sri Ashtalakshmi Temple cultural hall, attached to the main temple is approximately about 3,600 square feet in area. It is situated in a great location and close to 59 and surrounding Sugar Land and Katy areas.

A spacious lobby and the hall can seat up to 300 people.

The hall can be rented for the following occasions:

- Religious Events
- Social Events
- Family Events



1. Examples of Events that can take place:

Item	Events	Permitted	Not-Permitted
1.1	Religious	Poojas/Bhajans/conferences/discourses related to Vedic Dharma is permitted	
1.2	Social		
1.2.1		Music/dance recitals - Classical – Carnatic/Hindustani/Devotional	Any activity, performance, music, or film that is deemed vulgar, profane, loud, disturbing or demeaning to the spiritual atmosphere of the temple will not be permitted in the hall.
1.2.2		Community Awareness educational lectures such as Health, Financial, and etc. are allowed	
1.2.3		Raas/Garbha	
1.3	Family	Seemantham, Annaprasana, Birthday, Engagement, Marriage, Upanayanam, Shashti Poorti, Nama Karanam, Graduation Party etc. are allowed.	

2. Kitchen / Food:

2.1	The kitchen next to the hall is used for preparing prasadam for Lord Srimannarayana by ALT priests. No one is allowed to enter into the kitchen area.
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2.2	Only vegetarian food is allowed. Renters are requested to refrain from bringing foods containing onions, garlic and eggs. Also any items prepared with meat, seafood, and poultry are not admitted in the premises. Food can only be ordered from few identified vendors so that a strict compliance to food policy is followed.
2.3	No alcoholic beverages such as, wine, beer and etc. are not admitted in the premises.
2.4	No smoking around the premises
2.5	Food cannot be taken inside the temple main hall

3. Sales of products:

3.1	Articles such as CDs, cassette tapes, books, icons (plastic or metal), photographs, food items, saris, jewelry, etc. that are compatible to Vedic Dharma are allowed.
3.2	Articles or items must be displayed in a manner that does not interfere with any articles that the ALT may be displaying and/or selling.
3.3	A donation of \$100 per display table must be paid to the temple.

4. Rental Cost:

4.1	Description	Amount
	Hall (Week Days: Half Day)	\$250.00
	Hall (Week Days: Full Day)	\$450.00
	Hall (Weekends: Half Day)	\$400.00
	Hall (Weekends: Full Day – 8hrs)	\$650.00
	Hall – Special discount of 20% will be given for a non-profit organization	
	Hall is also available hourly on Week days	\$70
	Lobby will be available only if ALT doesn't have functions	\$90
	Rooms: ALT class rooms from Monday—Saturday. Sunday after 12:30 pm	\$25/hr
	Sound System	Not Available
	Tables (Round and Square)	\$2/Table
	Chairs	\$1/Chair
	Parking	Free
	Wireless Internet Access	Available
	Cleaning fee including Lobby (All decorations, chairs and tables must be removed by hosts)	\$150.00
	Event set-up crew can be made available upon request for additional cost	
Note: Hours including pre/post preparation of the Hall		

5. Miscellaneous Items:

5.1	Description	Renters Initials
	No candles and fire are permitted in the facility. Special fire permit is required for all homams such as wedding ceremonies, upanayanam and etc.	
	Fireworks, sparklers, smoke bombs, fog, etc., are strictly prohibited.	
	No advertisements unless approved by Temple.	
	Temple management reserves the right to approve, disapprove or cancel the request for usage of the hall for any reason that may be unsatisfactory to the management. No written, verbal or explicit reasoning for the cancellation need be provided by the Temple	
	Even after approving the usage, if it is deemed that the usage of the hall is not in accordance with the rental agreement or if the activities in the hall are distracting/disturbing normal temple functions, management reserves the right to stop and evict the renters. Again, no written, verbal or explicit reasoning for the cancellation need be provided by the Temple.	
	Please note that the audio system is NOT available.	
	Event organizer is required to bring their own food supplies and cannot use any of temple supplies	
	Disclaimer: Please note that Rental fees, policies, rules, and regulations are reviewed on an annual basis and are subject to change without notice. Temple has right to deny conducting any event and all decisions from temple management are final.	

6. Renter Responsibility:

6.1	Description	Renters Initials
	Renter agrees to be completely responsible for any and all damages which may occur, either as the result of accidents or intentional acts of Renter, guests, and/or others secured by the Renter.	
	Renter warrants that he/she shall remain ON THE HALL PREMISES AT ALL TIMES during the Usage Term.	
	Renter shall provide to Temple Management certificates of insurance and bonding for any vendor secured by Renter prior to event.	
	Vendors to be secured by the Renter need to be approved by Temple Management	
	If rental requires security (75 or more people), it is your responsibility to arrange security and to schedule officers. It is also your responsibility to contact the police and cancel security if you cancel your event. Upon request, temple can suggest some contacts temple use.	
	Renter will not hold the temple, temple management or any of the workers and volunteers liable for any civil or criminal liabilities.	
	Every renter and their patrons are responsible for his/her own safety, health and possessions.	
	Renter agrees that decorations shall NOT be attached to the walls, ceilings, existing wall decorations, woodwork, ceiling fixtures, window treatments, by use of nails, scotch tape, staples, etc.	

7. Additional Conditions:

7.1	Description	Renters Initials
	The Function Hall is rented as is. Alterations to the facility are not permitted: pictures, trophies, lamps, furniture, and other day-to-day decorative accessories may not be relocated or removed from the Premises.	
	No nails, staples, screws, pins, tape or adhesives of any kind may be put into walls, ceilings or floors.	
	No adhesive tapes including scotch, masking, and duct tape may be placed on any surfaces.	
	All foods, drinks and any other materials that stain, damage or otherwise disfigure flooring, walls or any other part of The Temple Management will incur cleaning charges to remove the damage. A minimum charge of \$100 shall apply. If damage occurs, Temple Management will contract all repairs to be made by skilled professionals; charges for repairs will be deducted from Renter's damage deposit. In the event that repair costs exceed the amount of damage deposit, Renter will be responsible for the entire repair over and above the damage deposit	
	If damages to the facility prevent the next scheduled event(s) from occurring, Renter will be responsible for any and all refundable deposits that may be demanded by future Renter(s).	
	We at the Temple want your event to be memorable and as special as possible. We recognize that celebrations often include children and children will be children. We ask that parents be parents and supervise the children. Children should be kept from running, throwing food or other objects, standing in window boxes, on tables or chairs, hanging from or on doors. Children should at no time be allowed in the kitchen or outside if unsupervised. Temple Management shall not be responsible for injuries to unsupervised children. Renters shall be responsible for all damages incurred from children.	

8. Indemnity:

7.1	Description	Renters Initials
	Renter covenants at all times to hold harmless ALT Temple and its management from and against all loss, liability, cost or damages that may occur or be claimed with respect to any person or persons, corporation, property, on or about the function hall, or to the property itself resulting from any act done, or omission by or through the Renter, its agents, contractors, employees, invitees, or any person on the Premises by reason of the Renter's use or occupancy or resulting from Renter's non-use, or possession of said property and any and all loss, costs, liability, or expense resulting therefrom; and at all times to maintain said Function Hall Premises and the surrounding property, in a safe and careful manner.	

All rents must be paid in advance. In case of cancellation, full refund will be given only with two-week advance notice. In addition to the rent, **a security deposit of \$250 is required**. The security deposit will be returned net of any expenses ALT incurs towards, cleaning, replacing or repairing broken articles, etc. Before using the hall all renters must sign the attached rental agreement and provide proof of liability insurance coverage. The small rooms may be rented for \$20 per hour. All rental fees are subject to change at any time.

Contact us:

Sri Ashtalakshmi Temple
10098 Synott Rd, Sugar Land, Texas 77498
Phone: 281-498-2344 E-mail: alt@jetusahouston.org

Rental Periods & Fees:

The RENTEE shall have use of the facility on _____, 20____ for a fee of _____ between the hours of _____ and _____. In addition to the fee, a deposit of _____ is required per rental contract. Times selected cannot be changed two weeks prior to selected date above.

I have read and understand the above policies. I hereby agree to the terms and conditions outlined above.

Signature: _____

Full Nme: _____

Date: _____

Online Hall Rental Request Form

Please fill out the following information below. This is just a request form and does **NOT** guarantee any reservation. Rental requests are subject to review by the ALT board for review and approval. Reservations will be available based on availability on a first-come and first-serve basis.

Frist Name	
Last Name	
Organization Name	
Type of Organization	
Profit/Non-Profit	
Home Number	
Cell Number	
E-mail Address	
Hall Rental Date	
Hall Rental Duration (Hours)	
Hall Rental Weekday/Weekend	
Type of Event	
Event Focus	
Event Description	