



Hindu Society of Saskatchewan

107, LaRonge Road, Saskatoon

Saskatchewan S7K 5T3

email :hindusocietyofsaskatchewan@gmail.com

Temple Facility Rental Agreement

Name: _____ Telephone: _____

Contact Name: _____

Address: _____

Function: _____ Date(s): _____

Time (incl. set-up/take-down): _____

Rent (please refer to list below): _____

Temple Facility Requested: (This section is Temple Personnel)

Temple Booked For (date): _____

Purpose of Rental: _____

Rental Amount: (Please refer to the list below): _____

Received (date): _____ Method of Payment: _____

Key Issued (date): _____

Key Received (date): _____

Treasurer's Signature and Date: _____



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FACILITY USAGE POLICIES OF SHRI LAKSHMI NARAYAN TEMPLE

Terms and Conditions

- 1) The Temple premises (the temple as well as the Gita Bhawan) are sacred and all individuals and groups that rent any part of it shall always maintain their sanctity.
- 2) The main Temple hall where the altar of the Shri Lakshmi Narayan is situated shall be used for regular and special services (Puja, Kirtan, prayer, etc.) that are approved by the Temple Board. (The temple approved events include but are not limited to: Sankranti, Shivratri, Janamastami, Ganesh Chaturthi, Durga Puja, Saraswati Puja, Ram Navami and Lakshmi Puja).
- 3) Any individual or group that has received permission to conduct special services (Puja, Kirtan, prayer, devotional music performances etc.) is expected to pay appropriate rental, and should be committed to maintaining the sanctity of the facility during the course of conducting such services.
- 4) Consumption or serving of alcoholic beverages is not permitted in and around the Temple premises.
- 5) Preparation, consumption or serving of non-vegetarian food is not allowed in the Temple premises.
- 6) Aarti thalis are not to be circulated in the prayer hall. Please come to the altar to perform aarti.
- 7) The facilities should be completely cleaned before leaving the premises. The individual or the Group renting shall agree to pay any additional or repair charges incurred on account of any spills or damages after use of the premises.
- 8) Please refer to the guidelines on next page for various rules about kitchen, audio equipment etc.
- 9) To comply with fire regulations, your function should not exceed the approved capacity which is posted on the walls.
- 10) The individual or the renting group waives any legal liability against Hindu Society of Saskatchewan for any bodily injury or property damage arising out of the renting group's operations and activities. The individual or the renting group shall obtain and maintain general liability insurance including coverage if necessary as per this agreement.

I have read this agreement and agree to be bound by the terms and conditions contained herein and hereby warrant and represent that I execute this agreement on behalf of the renting group and have sufficient authority to bind the renting group with my signature.

Name: _____ Date: _____

Signature: _____



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Guidelines for the Use of the Temple Facilities

Thermostats are regulated manually. Ask the President to change room temperature if needed.

Use of the Temple Altar: It must be left clean and orderly.

- Remove all articles including left over food offerings, dried flowers, match sticks, used candles etc., and any other garbage.
- Lamps to be cleaned after use including oil spills.
- No materials can be affixed that will leave lasting marks.
- Sheets to be folded and put away and carpet should be cleaned. All lights are to be turned off.

Clean-up Duties: (Rental parties are responsible for)

- Clean-up of unusual messes or spills. Cleaning supplies can be found under kitchen sink. Breakage or problems with the facility should be reported to the President.
- Please do not leave any garbage in the temple premises. The garbage holder located in the temple parking lot is only for to be used for the temple functions.
- Please remember that another group will be using the facility after you. Please leave the facility in the condition that you would like to find it when you arrive to use it.
- If you find that previous group left the facility unclean, please report it to the President.

Use of Music/Audio Equipment:

- You will be responsible for its care and for its return to its storage area.
- Equipment may not be removed from the facility without the prior permission of the President.

Use of Stage:

- The stage in Gita Bhawan is located at a suitable place for the benefit of all the users. For moving the stage to a new locations, the following rules need to be followed:
- Prior permission is needed from the President for moving the stage.
- A board member needs to supervise this move.
- \$30 will be added to the rental fee for this move.

Use of Kitchen Facility (Applicable to both the Kitchens):

- Individual or Groups are responsible for their own food, disposable cups and plates, including coffee, tea and condiments.
- Please provide your own table clothes, tea towels and dish clothes.
- Please use the provided aprons. However, you are free to bring your own aprons and use them, If you bring your own apron, please do not forget to take them back with you.
- If you use the refrigerators, please make sure that food is not left behind.
- The kitchen must be left clean with all dishes washed and put away. Dishwasher materials (supplies etc.) are available under the sink.
- Utensils or other articles from the kitchen may not be removed from the facility without the permission of the President.



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Rental Fees

Please note that our premises can be booked for a minimum of 2 hours and a maximum of 8 hours. Rates are defined below on an hourly or daily (8 hours) rates. The refundable deposit of \$150 is additional and applies to every rental, regardless of the length of the rental time. Also, \$30 will be added to the rent for cleaning purposes if the facility is rented for more than 6 hours per day.

Gita Bhawan (Maximum Capacity 400)

Rental Area	Hourly Rate	Daily Rate (8 Hours)
Half of the Main Hall only	\$25	\$200
Complete Main Hall only	\$40	\$320
Basement Kitchen with only food-warming and serving	\$40	\$320
Half of the Main Hall and basement kitchen with only food warming and serving	\$45	\$360
Half of the Main Hall and full use of Basement Kitchen (cooking and serving)	\$50	\$400
Complete Main Hall and with only food-warming (in Kitchen) and serving	\$60	\$480
Complete Main Hall and Full Basement Kitchen facility (cooking and serving)	\$75	\$600
Cooking only in the Basement Kitchen	\$35	
Complete new hall and both basements (Kitchen facility for food warming only)	\$100	\$800
Complete new hall and both basements with full access to Kitchen	\$110	\$880

New Building Area

Rental Area	Hourly Rate	Daily Rate (8 Hours)
Half of the new hall without access to rest of the building	\$25	\$200
Complete new hall without access to basement	\$40	\$320
New building basement with only food warming access to kitchen and serving area	\$40	\$320
Half of the new hall with only food-warming access to kitchen and serving area in the basement	\$45	\$360
Half of the new hall with full use of basement and kitchen	\$50	\$400
Complete new hall with only food-warming access to kitchen and serving area in the basement	\$60	\$480
New hall with full access to kitchen and serving area in the basement	\$75	\$600
Complete new hall and both basements (Kitchen facility for food warming only)	\$100	\$800



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Temple Facility (Maximum Capacity 300)

Rental Area	Hourly Rate	Daily Rate (8 Hours)
Only worship hall without kitchen (This option is only available for temple board approved 'Hindu Religious Activities')	\$25	\$200
Temple Basement only without food warming and serving	\$25	\$200
Temple basement only with food-warming and serving	\$30	\$240
Temple Basement only with full access to Kitchen (cooking and serving)	\$40	\$320
Worship Hall and Kitchen access only for food warming and serving	\$45	\$350
Worship Hall and full Kitchen access (cooking and serving)	\$50	\$400
Cooking only in the Basement Kitchen	\$25	
Only worship hall without kitchen (This option is only available for temple board approved 'Hindu Religious Activities')	\$25	\$200
Temple Basement only without food warming and serving	\$25	\$200

Entire Temple Facility (Old Building & New Building)

Rental Area	Hourly Rate	Daily Rate (8 Hours)
Original building main floor without using basement and kitchen (This option is only available for temple board sanctioned, Hindu Religious Activities)	\$25	\$200
Half of the new hall without access to rest of the building	\$25	\$200
Original building basement with only food-warming access to kitchen and serving area	\$30	\$240
Complete new hall without access to basement	\$40	\$320
New building basement with only food-warming access to kitchen and serving area	\$40	\$320
Half of the new hall with only food-warming access to kitchen and serving area in the basement	\$45	\$360
Half of the new hall with full use of basement and kitchen	\$50	\$400
Complete new hall with only food-warming access to kitchen and serving area in the basement	\$60	\$480
Original building basement with full access to kitchen and serving area	\$40	\$320
Original building main floor along with full access to kitchen and serving area in basement	\$50	\$400
New hall with full access to kitchen and serving area in the basement	\$75	\$600
Complete new hall and both basements (kitchen facility for warming food only)	\$100	\$800
Complete new hall and both basements with full access to kitchen	\$110	\$880



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Both Facilities (Maximum capacity 700)

Rental Area	Hourly Rate	Daily Rate (8 Hours)
Gita Bhawan complete Hall and both Basement kitchens for food warming and serving	\$100	\$800
Gita Bhawan complete Hall and Full Kitchen access and both Basement serving areas	\$110	\$880
Temple Worship Hall, Gita Bhawan complete Hall, Full Kitchen access and both Basement serving areas	\$150	\$1000

Gita Bhawan Suite (Maximum capacity 4)

	Daily	Weekly	Biweekly	Monthly
Two bed room suites (With cookeries, utensils, cutlery, and washer and dryers) (Additional \$30 will be added each time after complete cleaning the suite)	\$100	\$600	\$1000	\$1600