



# Hindu Society of Saskatchewan

107, LaRonge Road, Saskatoon Saskatchewan S7K 5T3

Email: [hindusocietyofsaskatchewan@saskatoontemple.net](mailto:hindusocietyofsaskatchewan@saskatoontemple.net)

## Temple Facility Rental Agreement

**Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Function:** \_\_\_\_\_ **Date(s):** \_\_\_\_\_

**Time** (Incl. set-up / Take-down): \_\_\_\_\_

**Rent** (refer price table below): \_\_\_\_\_

### Temple Facility Requested

(This section is Temple Personnel)

**Temple Booked For** (date): \_\_\_\_\_

**Purpose of Rental:** \_\_\_\_\_

**Rental Amount:** \_\_\_\_\_

**Received** (date): \_\_\_\_\_ **Method of Payment:** \_\_\_\_\_

**Key Issued** (date): \_\_\_\_\_ **Key Received** (date): \_\_\_\_\_

**Treasurer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## Facility Usage Policies of Shri Laxmi Narayan Temple

### Terms and conditions:

- (A) The Temple premises (the temple as well as the Gita Bhawan) are sacred and their sanctity shall always be maintained by all individuals and groups that rent any part of it.
- (B) 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).
- (C) 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.
- (D) Consumption or serving of alcoholic beverages is not permitted in and around the Temple premises.
- (E) Preparation, consumption or serving of non-vegetarian food is not allowed in the Temple premises.
- (F) Aarti thalis are not to be circulated in the prayer hall. Please come to the altar to perform aarti.
- (G) 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.
- (H) Please refer to the guidelines on next page for various rules about kitchen, audio equipment etc.
- (I) To comply with fire regulations, your function should not exceed the approved capacity which is posted on the walls.
- (J) 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.
- (K) No shoes on the stage.

**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 Temple Facilities

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

Use of staples, nails, pins or tape on the walls is not permitted.

No open fire is permitted in any premises of the building. Use of diya for arti is permitted with a condition that the tenant will take care of all necessary precautions and safety measures. The tenant is responsible for any property damage resulting from the use diya for arti.

**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)

- ❖ 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.
- ❖ For the full system and set up in the Gita Bhawan, the fees are \$25



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## Use of Stage

- ❖ \$25 for using the stage and podium
- ❖ 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 location, the following rules need to be followed:  
Prior permission is needed from the President for moving the stage.
  1. A board member needs to supervise this move.
  2. Children should be restrained from running, jumping or playing on the stage for their own safety
  3. NO shoes on the stage.

## 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.
- ❖ Other instructions regarding Gas Stoves etc. are posted in the kitchen.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



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Each rental agreement requires submission of a refundable deposit in advance plus payment of the rental. The deposit will be refunded upon the tenant leaving the premises in its original condition (i.e. condition prior to the rental period). If the premises are not left in said condition, the deposit will not be refunded.

## 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 hrs. per day or if food is cooked/served.

### Gita Bhawan (Maximum Capacity 350)

Rental Area	Hourly Rate	Daily Rate
Main Hall only - if booked hourly, no food serving	\$30.00	\$200.00
Main Hall - No Kitchen use - food serving only	\$50.00	\$400.00
Main Hall and with only food-warming (in kitchen) & serving	\$60.00	\$480.00
Main Hall and Full Basement Kitchen Facility (Cooking & Serving)	\$75.00	\$600.00
Main Hall and Both Basements (Kitchen facility for food warming only)	\$100.00	\$800.00
Main Hall and both basements with full access to Kitchen	\$110.00	\$880.00
Basement Kitchen - Cooking only	\$40.00	\$320.00
Basement Kitchen with only food warming & serving	\$40.00	



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## Temple Facility (Maximum capacity 300)

Rental Area	Hourly Rate	Daily Rate
Only worship hall without kitchen (this option is only available for temple board approved - Hindu Religious Activities)	\$25.00	\$200.00
Worship hall & Kitchen access only for food warming & serving	\$45.00	\$350.00
Worship Hall & full kitchen access (cooking & serving)	\$60.00	\$400.00
Basement only with full access to Kitchen (cooking & serving)	\$45.00	\$320.00
Basement only - No food serving	\$25.00	\$200.00
Basement only with food-warming & serving	\$30.00	\$240.00
Basement Kitchen - For cooking only	\$30.00	

## Both Facility (Maximum capacity 700)

Rental Area	Hourly Rate	Daily Rate
Gita Bhawan Hall & Both basement Kitchens for food warming & serving	\$100.00	\$800.00
Gita Bhawan Hall & Full Kitchen access & both basement serving areas	\$110.00	\$880.00
Temple worship hall, Gita Bhawan Hall, full kitchen & both basement serving areas	\$150.00	\$1,000.00