Shri Shiva Mandir Ltd.

A.B.N: 44 003 721 891

A Community Mandir located at 201 Eagleview Road, Minto, NSW 2566

**CASUAL HIRE AGREEMENT**

**MANDIR'S SANCTITY IS TO BE MAINTAINED AT ALL TIMES.**

**ALCOHOL, SMOKING AND NON-VEG PRODUCTS NOT ALLOWED ON THE PREMISES**

**PURPOSE OF BOOKING: Pooja / Birthday / Wedding DATE REQUIRED: ……../……./20…….**

 **HIRER DETAILLS**

**Applicant Name:…………………………………..……………………………………………**

**Telephone No.** (Mob)………………………………………. **Email …….…**……………………………………….

**Mandir Hall / Yagnashala: POOJA EVENTS ONLY** (NOT FOR PRIVATE FUNCTION)

From: Date & Time ………………………. To: Date & Time……………………………

**KITCHEN AND UNDERCOVER CAR PORT (**Available only after an event at the Mandir to serve Prasad / Food.**)**

 **NO COOKING OR FOOD WARMING.**

From: Date & Time ………………………. To: Date & Time……………………………

**BOOKINGS FOR WEDDING:**

Date & Time for Wedding……………………………… No. of Guests Expected…………..

**COSTS SUMMARY:**

 **Wedding in Yagnashala (Max. 50 persons) @$650** $

 **Wedding in Mandir Hall (max. 300 Guests)** Costs based on $

 For up to 100 guests **@$750**, 101 to 200 guests **@$1400**,

 & 201 to 300 guests **@$2000** **Undercover Carport including Chairs and Tables** $

@$60 / Hr. Min $200

 **Public Liability Insurance** $50.00

 **Cleaning Costs after the Event** $200.00

 **TOTAL COSTS $**

**Booking will only be confirmed upon receipt of a deposit of 50% of the total costs. The Balance must be paid at least 7 days prior to the event prior to any of the event’s preparation to commence.**

**TERMS AND CONDITIONS OF HIRE attached for your information**

**Accept Term and Condition of Hire Accepted by Mandir Management**

**Signature of the Hirer Signature Mandir Representative**

Completed form can be either left at the Service Desk or e-mailed to mandirshrishiva@gmail.com

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**CASUAL HIRE AGREEMENT**

**TERMS & CONDITIONS OF HIRE**

* Payment of 50% of the Total Hiring Costs is payable on acceptance of Booking request. Booking will only be confirmed upon receipt of the above amount. Receipt will be issued for the same.
* The balance must be paid at least 7 days prior to the event’s booking date.
* Mandir site is a sacred site and hence its sanctity as the holy place, must be observed at all time. Use of Alcohol, Cigarette Smoking and meat product (non Veg) are not allowed on the site.
* Level of Noise must be kept low as not to inconvenience surrounding residents.
* Mandap, DJ or sound system are not allowed in the Mandir Hall. A flowerily decoration is only allowed around the wedding area. Please discuss details with the Mandir’s Management.
* Use of Chairs are allowed in the Mandir Hall with prior discussion and approval from Management. All items must be stowed away safely after use.
* Ceremony event is to be completed within 3 hours. Any event extending in to the Mandir’s closure time, will have an additional charge at the rate of $150.00 per hour.
* Use of Under Cover Carport if booked, is limited to the use of table and chairs for serving food. It is the Hirer’s responsibility to arrange and to stack all items after the event.
* Hirer by accepting these Terms and Conditions indemnify Shri Shiva Mandir against any claims resulting from the food prepared by third party and handling of the same.
* All waste has to be deposited in the large Bin located in the car park.
* Premises - Mandir Hall, Yagnashala and Undercover Carport when used must be kept cleaned and tidy at all times.

 Contact one of the following for further information, Mrs Urmila Daya 0421 301 779, Ravi Parekh 0408 950 820, Naresh Sharma 0418 247 577

**Hirer’s acceptance of the above Terms and Conditions**

Hirer’s signature and date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / / 2019

Payments Details Date Paid Amount Paid $ Received by