

HINDU CENTER RENTAL REQUEST FORM

Please make an advance reservation for the use of any facilities of the Hindu Center of Virginia (HCV). Reservations can be made by contacting the current Associate Director (Rental):

For reservation and inquiries:

Email: Rental@hinducenterofvirginia.org (preferred)

Primary Contact: Padma Kancharla (pkancharla@yahoo.com)

Secondary Contact: Girish Kulkarni (girish.hcv@gmail.com)

Main Hall (Rates effective October 1st, 2020)

	Corp Memb, Life Memb	Annual Memb	Non Memb, Group & ORG
0 to 6 Hrs	\$240	\$330	\$425
Addl Hour	\$45	\$60	\$75
Adhoc	Min 2 Hours – Hourly charges		

Tables	Included
Chairs (150)	Included
Kitchen(excluding Big Burners) –heating only	Included
Projector	\$50
After Event Cleaning Services (Mandatory)	\$150
WiFi	\$25
Class rooms 1 & 2	\$40/ hr
Class rooms 3 or 4	\$20/ hr
Class rooms 5 or 6	\$10/ hr

Reservation will be confirmed after the payment is made. Payment must be made within a week of blocking and send the receipt to rental@hinducenterofvirginia.org

Payment options:

Paypal : https://www.paypal.com/paypalme/hinducentervirginia?locale.x=en_US

Richmond Temple website : <https://www.therichmondtemple.org/Services.aspx?cat=3>

Select 'Community Hall Rental' in the 'All' Category, then checkout and make the payment.

**** Adhoc booking will be allowed one week prior to the date subject to availability**

Reservation Application for Use of Hindu Center of Virginia Facilities Revised 10/1/2020

Date: _____

Name: _____ Phone: _____ Alternate Phone: _____

Address: _____ City _____ Zip _____

Rental Request:

Date: ___ ___ Time from* ___ ___ Total # hours: ___ Amount: _____

Date: ___ ___ Time from* ___ ___ Total # hours: ___ Amount _____

Event Description [Purpose]: _____

Religious event: yes no, if Yes, provide details: _____

Note: For all Puja activities, HCV encourages using temple priests. No fund raising activities are allowed on HCV premises. See Temple website for available priest services.

Food or beverage to be served? yes no

Are tickets to be sold? yes no

Expected attendance: _____ persons (max. allowed 250) Rental requested for (check one):

Members receive discount:

Life Member Annual Member Non Members / Groups and Organizations

For HCV USE ONLY:

Rental Charges: _____ Priest Services: _____ Equipment

Rental: _____ Food: _____ Cleaning Charges: _____ Trash

pickup: _____ Total Amount: _____

Terms & Conditions

1. On Saturdays and Sundays, hall is available only after 4pm.
2. Hall is available for rental only up to 10pm on all days
3. Rental not permitted for any fund raising events for organizations / individuals other than HCV
4. The Hindu center of Virginia does not allow the use of commercial cooking burners that are in the kitchen.
5. Only warming of food allowed in the kitchen
6. The Hindu Center of Virginia does not provide supplies (like groceries, paper products)
7. Cancellation fee prior to a month before the event is \$50, cancellation within a month of the event is \$100