



**Shri Mangal Mandir**  
**17110 New Hampshire Ave. Ashton, MD 20861**  
**AUDITORIUM FACILITY USE AGREEMENT**  
**Auditorium Usage and Services Committee**

Navin Chitalia (240) 463 – 4838    Dilip Patel (301) 604 – 6356  
Mandir priests may be contacted at (301) 421 - 0985 from 8 AM – 12 PM and 4 PM – 8 PM

Shri Mangal Mandir (Mandir) is a Hindu Temple non-profit organization. Programs conducted on premises must adhere to the ethical standards of a Hindu religious place. As such, please observe the following:

- Alcoholic beverages are strictly prohibited and not to be served.
- No meat is allowed on the premises.

**Violation of food and drink rules shall cause immediate cancellation of use of the auditorium facility and loss of deposit.** Children shall be monitored all times to avoid any disturbance in the mandir hall and to the neighborhood. Vendors are not permitted and no sales of any kind as well as solicitation of any donations are permitted.

The mandir hall auditorium has a capacity of **seating 295 (without tables) and 138 (with rectangular 6' tables.)** The maximum capacity of the hall must be adhered to in order to be compliant with the fire marshal. Usage and other service fee includes auditorium, stage area, lower foyer area, left side canopy and kitchen with food warming (15 minutes), sink for utensil cleaning, available tables and chairs and HVAC. The right side canopy area is not included in this offering.

**On the day of the event:**

One (1) hour of decoration is included in the usage fees. Additional time will be provided at additional hourly charges. Facility access for decoration, storage of party materials, etc. is permitted only with prior approval. Facility shall be vacated no later than 10:30 PM. User is responsible for the hourly charges from time the user arrives until the kitchen is cleaned and locked. Mandir representatives or the priest shall be notified of the user's departure.

Parking will be permitted only in the designated parking area. Handicap spaces are only for the valid license plate/sticker. No vehicle shall be parked in the entrance way of the auditorium. Such vehicles may be towed. All towing costs shall be borne by the user. Fire prevention and safety rules shall be strictly followed. No Yagna, or festivities with fire is permitted on the premises without prior approval.

All equipment including furniture rented from an external vendor shall be received by the user. This must be stored in a designated area decided at the time of the signing. The user shall remove all rental equipment and furniture at the end of function for storage and immediate pickup.

The auditorium & facility shall be returned in the same condition as it was offered except chairs and tables. Chairs and tables should be put up against the walls. Floor area shall be clear of all personal items before leaving the premises. All trash shall be placed in trash cans using plastic liners. Liners (Max 10) will be provided for your use.

**Use of the kitchen:**

You may use the kitchen to warm up the food. All food and related items belonging to the user must be removed, any borrowed utensils must be returned, and the kitchen must be clean before the end of the event. For the safety of all involved, please do not have more than five persons in the kitchen at the same time and please do not allow children in the kitchen. Outdoor cooking including gas-stove use is strictly prohibited.

**Audio levels during the event:**

Audio equipment is available for use at additional cost. Mandir premises are in a residential neighborhood and are subject to the noise ordinance of Montgomery County. The noise level of the event must be controlled such that there are no complaints from the neighborhood. The user shall assume responsibility for all complaints raised by the neighbors and their consequences thereafter. The doors and windows of the facility must be kept closed to control the noise level.

**Fees and other details:**

Usage charges & service fees are provided on the User Agreement Form and are subject to change without notice. A **security deposit of \$350.00** shall be collected with the full usage charges and the duly filled-in application. Full payment



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for usage and service fee shall be paid with the stated deposit with the application. At that time the reservation becomes effective. Verbal commitments for the usage and reservation are not acceptable. The return of deposit is subjected to post usage inspection of the facility and adherence to the stated rules.

Mandir will not be responsible for any injuries, losses or damages caused by any guest including children. Mandir property shall not be damaged. All damages shall be repaired at the expense of the user. User holds the responsibility for conducting only the agreed functions / rituals that causes no harm to the facility, equipment, furniture, or the neighborhood. The user is responsible for any damages incurred due to their failure to use reasonable care and/or negligence on their part.

Please note that Management is trying to follow the CDC and local government guidelines. Shri Mangal Mandir does not assume any liability. In the case of any injuries, sickness, or damages because of the usage of the hall, the user and their guests agree to waive and relinquish all claims that they may have against Shri Mangal Mandir and its officers, agents, employees, other volunteers, and affiliates.

**Cancellation of reservations:**

In the event that Acts of God or events outside of human control applies, which include but are not limited to war, fire, extreme weather, public health hazards or other national emergencies, Mandir may be forced to cancel scheduled events. In such cases, Mandir will inform the user at the earliest convenience and the security deposit, and any other fees will be returned in full.

**AUDITORIUM FACILITY USAGE AND SERVICES AGREEMENT (to be signed by the user)**

We wish to reserve the facility for \_\_\_\_\_. We agree to use the facility only for the stated reason. The usage hours are from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_ 20\_\_.

The kitchen facility is being requested from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm (optional.)

We understand that if the agreement is canceled or rescheduled at least 60 days prior to the event, then we will receive a 100% refund of the security deposit. Any changes to the event closer to that date will cause complete forfeiture of the security deposit. Unusual circumstances will be considered for the refund of the security deposit.

I agree to the stated auditorium facility usage and services rules and conditions of Shri Mangal Mandir Auditorium by signing this document. I understand that the failure to comply with the said rules and conditions for the usage and services of Shri Mangal Mandir shall subject me to loss of deposit and additional cost for damage and repairs at the discretion of the committee. I also shall be liable for property damage and injuries caused to and by the participants during the function.

This agreement is made on (date) \_\_\_\_\_ with Shri Mangal Mandir to fully comply with all the Usage and Services Rules as stated in this application.

\_\_\_\_\_  
 Printed name Signature

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

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_



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**AUDITORIUM FACILITY USAGE AND SERVICES RATE**

The rates for this agreement are as listed below. Please circle the appropriate charges and submit with your full payment and deposit for the confirmation:

**Hall usage Friday to Sunday and on holidays**

A1.	Five hours use of the auditorium	\$800.00
A2.	Additional usage	\$130.00 per hour

**Hall usage Monday to Thursday except holidays**

B1.	Five hours use of the auditorium	\$700.00
B2.	Additional usage	\$110.00 per hour

**Hall usage Friday to Sunday and on holidays**

C1.	Eight hours use	\$1075.00
C2.	Additional usage	\$130.00 per hour

**Non-profit institutions (501 (c) (3) Registration Required)**

D1.	Five hours use	\$500.00
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**Additional facility and amenities available upon request**

E1.	Kitchen for cooking (the time is charged per hour including cleaning time)	\$70.00 per hour
F1.	Shankheda chairs (2)	\$50.00
F2.	Wedding mandap (Shankheda)	\$200.00
G1.	Back Wall Decoration, Pichoi/curtain	\$100.00
H1.	Audio system (to be used within the mandir premises only)	\$150.00
I1.	Security Deposit	\$350.00
	Total	

**Payment details: Amount paid: \_\_\_\_\_ on date \_\_\_\_\_**

**Payment type: Check/cash/credit/debit      Check number (if applicable): \_\_\_\_\_**