

Website: (needs to go on the website)

Reserving Downstairs Hall And Other Rooms

Rooms and the Downstairs hall can be reserved for private events and community events.

Temple activities will always have preference over other events. In case of a conflict with a planned temple event, the Temple event receives a higher priority in the use of the temple facilities.

Hall rental request should be submitted to the Cultural Secretary at least 30 days in advance.

Temple Code of Conduct needs to be followed at all times during the reservation.

Smoking, consumption of alcohol or meat on the premises including the parking lot is not allowed.

The deposit check, the reservation check and the reservation form need to be completed within a week of confirmation. If any of these have not been handed in by at least seven days before your event, your event will be automatically cancelled.

If a reservation needs to be cancelled or postponed for a valid reason and if no other party was denied the reservation for that period, the money is forfeited. If no other party had approached for that period, the money will be refunded.

Refund of **Rental check** for a cancellation with a valid reason will be as follows:

- * Full Refund - If cancelled 7 days before the event.
- * 80% Refund - If cancelled in the last 7 days up to 24 hours before the event
- * 50% Refund - If cancelled within 24 hours of the event.

Please note that the small room next to kitchen downstairs comes with this hall reservation. If you need a room upstairs, subject to availability, we can accommodate the request for an extra **charge**.

Temple downstairs hall rentals require \$1000.00 Security / Cleaning deposit

Size of the group being served will be a factor taken into account while confirming the Hall request for safety considerations and fire code.

For Wedding, the hall rental time will be one full day. No Weddings are allowed in the Prayer Hall upstairs. The Hall is available for set up for a couple of hours, the day before the Wedding reservation, only if the wedding is in the morning.

Security deposit will be returned after the committee has determined that the premises and property were left in a clean state. Temple's decision will be final in determining the "clean state".

The temple reserves the right to refuse an approval of request.

The temple reserves the right to change pricing without notice.

Please contact the Cultural Secretary at Htor.culturalsecretary@gmail.com for availability and with any further questions you might have.