



MAHALAKSHMI DEVASTHANAM

760 YORKLYN ROAD
HOCKESSIN, DE 19707
302-235-7020
HINDUTEMPLEDE.COM



Wedding Hall (Auditorium) Use Agreement (Rev 1.0)

May the blessings of Sri. Maha Lakshmi be with you always!!

Name:

Address:

Phone:

E-mail id:

Date of Rental

Start

End

Estimated Attendance

Description of event:

Introductory rates for use of the facilities. All rates are subject to change

Wedding Hall	\$600 for 4 hours + \$150 /hr (Fri, Sat, Sun and Holidays) \$400 for 4 hours + \$100/hr (Weekdays) Includes 200 chairs 10 tables and stage	
Kitchen	\$100. For warming food. (elec. food warmer and refrigerators) No cooking	
Sound system	\$100 4 mics, CD player and built in hall speakers	
Video	\$200 Video projector and screen	
Chairs ,tables	\$100 per 100 chairs with 10 tables	
Cleaning	\$100 for hall and rest rooms. \$100 for kitchen.	
Conference Package	\$400 5pm to 9pm Monday thru Thursday. Use of hall, 200 chairs, sound and video projector and podium	
Tea Party Package	\$500 half day (5 hrs) Use of hall, 200 chairs, 10 tables, food warmer	
Recital package	\$700 (4 hrs) Use of hall, stage, 200 chairs, and sound system.	
Dinner Party Package	\$1000 half day (5 hrs) Use of hall, stage, 200 chairs, 10 tables, audio system, kitchen	
Wedding Package	\$2500 one day (10 hrs) use of hall, stage, mandapam, 400 chairs, 35 tables, audio system, kitchen and one priest for 2 hours	
	Total estimated	
	Less deposit (25%)	
	Add any extras	
	Balance due (Make Checks payable to Hindu Temple)	

Prior to start of the event: Sign here to indicate: Read the rules: facility was clean:

At the conclusion of the event: Temple manager agrees that the facility was cleaned:

Notes and observations:

SAFETY OF ALL AND SANCTITY OF TEMPLE MUST BE MAINTAINED AT ALL TIMES

1. ALL LAMPS MUST BE COVERED AT ALL TIMES. (NO OPEN FLAMES)
2. NO MEAT, NO FISH, NO EGGS, NO ALCOHOL, NO SMOKING AT ANY TIME
3. OBSERVE ALL POSTED SIGNS
4. Please inform all your guests the rules about our sanctity before the event.

Rules for Using the Wedding hall (auditorium)

5. First 200 chairs and 10 round tables included in the rental. Additional chairs and tables will be charged extra as noted in the agreement.
6. All trash bags FROM trash cans should be put in the trash dumpster.
7. Please use the Kitchen only for warming food. Only Temple staff can operate the stoves in the kitchen.
8. Please bring your own supplies for the party (plates, spoons etc)
9. Please maintain reasonable sound levels.
10. Night functions must end by 10:30pm (Permission needed beyond this time)
11. Food caterer, mandapam vendor, etc should be informed of our rules and it is your responsibility that they follow them.
12. Use of masking tape, push pins etc on the walls and painted surfaces is prohibited.
13. Please read the complete "instructions and rules" and follow them.