



Indo-American Cultural and Religious Foundation of Arizona

Registered Non-Profit Organization 501 (C)(3)
 P.O. Box 35275, Phoenix, AZ 85069

Reach us: center@iacrfaz.org | (480) 420-4722

HALL USAGE GUIDELINES AND FEE SCHEDULES

**Thank you for your interest to reserve the Indo-American Reception Hall
 2809 W. Maryland Avenue, Phoenix, AZ 85017**

- Most reservations should be placed a minimum of 60 days in advance.
- Please review carefully to ensure that the needs of your event can be accommodated
- Hours of usage: 9am – midnight; inclusive of event setup and pull down
- **Reception Hall Information:**
 - 8,000 square feet
 - Capacity 400 people maximum (banquet seating)
- **Equipment available onsite:**
 - 350 chairs, 42 round tables
 - Video System: 2 TV screens, 1 projector, Client must bring own laptop
 - Audio System

Full Day	Fee Amount	Member Discount	Trustee Discount
Monday – Thursday (Except Holidays)	\$2500	30%	50%
Friday, Sunday and Holidays	\$3500		
Saturday	\$4500		
REFUNDABLE SECURITY DEPOSIT/ADVANCE	\$1500		

**Hourly usage available for bookings within 30 days and a minimum of 3 hours of use, \$500 per hour

SISTER ORGANIZATION USE FEE	
Sunday – Friday (No Saturdays)	\$500 flat fee for ONE Day per year
Sunday – Saturday (All Days)	50% discount on Full Usage Fee – Second Day onwards



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HALL USE APPLICATION FORM

CONTACT DETAILS

Contact Name:	Organization:
Cell Phone:	Work/Home Phone:
Street Address:	
City / State / Zip:	
Email:	
Driver's License #:	State & Expiry:

EVENT / RESERVATION DETAILS

Event Name:	Event Dates: (From/To):						
Start / End Time:	Total Hours:						
Days of Use (Circle Option):	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Expected Number of Guests:							
Purpose (Circle Option):	Wedding/Reception Religious Other (Specify)	Anniversary Cultural	Birthday Quinceanera	Fundraiser			
Event For (Circle Option): Self/Spouse Children/Parent(s) Friend/Relative Business Non-Profit							
Alcohol Served?	Yes	No	If Yes, Start At:		End At:		
Facilities Used (Circle All):	Hall	Courtyard	Kitchen(cooking)	Kitchen(serving)	Audio/Video		
Number of Chairs Required:				Number of Tables Required:			
Will there be Open Fire Pit in the Hall (allowed for Religious ceremonies only):							Yes No
Are you a Sister Organization:	Yes	No	NA				
Is Entry Fee Charged for Event:	Yes	No					

Application (CONTINUED)

Amount to be sent along with Application Form (At Least 60 Days Prior to Event)

	Select	Rate	Comments
Hall Deposit		\$ 1500 per use	
Hall Use Fee		\$	
Cleaning charges		\$ 400 per use	+\$150/day for additional days. Cleaning is FREE for non-discounted fee
Audio & Video System		\$ 350 per use	+\$100/day for additional days
Set up (Tables/Chairs)		\$250	
Audio & Video Operator (If opted, max 2 hours)		\$ 100 per use	
Cooking at Kitchen		\$ 400 per use	+\$150/day for additional days
Extra Hours (event day)		\$ 100 / hour	
Security Service		\$	
Total		\$	

Note:

- Payment must be in the form of Cashiers check from Bank/Credit Union or Money orders. Cash not accepted.
- Get receipt from Custodian / Person In-Charge for all deposits & fees paid
- 3% extra payment fees will be charged for payments through debit/credit card

PAYMENT CAN BE MADE USING ZELLE

iacrftreasury@gmail.com



APPLICATION PROCESSING

Please send the completed application via **Email** to center@iacrfaz.org OR

In person to: IACRF 2809 W. Maryland Avenue, Phoenix, AZ 85017

Incomplete Application or Application not accompanied by Hall Deposit will not be accepted

FOR OFFICIAL USE ONLY

Application Received By:	Date:
Event Approved By:	Date:

BECOME IACRF MEMBER

The Indo-American Foundation is a Non Profit Organization (501C-3) with 28 years of service to the community. Our vision is to provide the Indo-American Community with a campus of social and religious services. Take your place in IACRF and show your support by joining now.

LIFE MEMBERSHIP	
Gold Life Member	\$2,000
Platinum Life Member	\$5,000
V.I.P. Life Member	\$10,000
Grand Life Member	\$15,000

DONOR TRUSTEE	
Platinum Donor Trustee	\$25,000
Diamond Donor Trustee	\$50,000
Benefactor Trustee	\$100,000
Grand Benefactor Trustee	\$200,000

SISTER ORGANIZATION (NON-PROFITS):

A minimum of 10% of the members within Sister organizations should also hold membership within IACRF. Alternatively, for the validity period of five years, at least two Trustees of IACRF must maintain membership within the sister organization for a duration exceeding one year.

- A non-profit can donate \$2500 or more within a given year.
- OR at least 2 members of a non-profit becomes IACRF members in a year qualifies for sister organization privileges for one year.
- All Sister organizations are to acknowledge the association & support of IACRF at their events.

USE FEES, DEPOSITS AND CANCELLATIONS

Refundable Security Deposit	Required upon application. Reimbursed within 15 days following the event. No refund for cancellations made within 60 days
Total Hall Usage Fees	Payment is required either 60 days before the event or at the time of booking if it's within 60 days.
Rescheduling	The deposit will be applied to a future event date if rescheduled within 90 days of the original scheduled date, subject to a \$250 rescheduling fee.
Cancellation	No refunds will be issued for cancellations made within 60 days of the event date.
Hall Reservation	Reservation for a date is possible without a deposit, and the application remains valid for a maximum of 3 calendar days.

INDO AMERICAN CULTURAL CENTER USAGE AGREEMENT TERMS AND CONDITIONS

I. USAGE TERMS

- Event Center Walls: Tape is the preferred method to attach décor items to walls or fixtures in the Event Center. Tape must be removed completely along with the décor items during tear-down (The Foundation Venue Manager can provide materials for tape removal). Use of Nails or screws in any wall, fixture or equipment is prohibited. Thumb tacks may be permitted in some areas with expressed approval of The Foundation Event Manager.
- No propane gas tanks, candles or other open flame devices may be used without prior written approval by Foundation.
- **Candles:** Candles are NOT PERMITTED on foundation table linens. Battery powered candles may be used.. Candles are not permitted in the bathrooms. Centerpieces may include real flowers, but artificial petals must be used on table linens. Hanging decorations from walls or ceilings is not allowed
- Should Client(s) choose to use candles, Client(s) is responsible to contract with an outside vendor for table linens. Client(s) is responsible for set-up/tear-down of rented linens. Real candles must be placed in glass containers to protect The Farm from damage.
- **Celebration items:** Balloons may be used in moderation and must be removed after the event and any broken pieces must be placed in a trash receptacle. If balloons (inflated, deflated, or pieces) are left after the Access Period,
- Bubbles, only fake rose petals, and wedding sparklers are allowed but used must be over 25 inches long. (All sparklers are to be picked up and placed in a container) NO sparklers are to be used if it is raining. NO sparklers will be used on the patio. Only cold sparklers allowed with prior permission
- **PHOTOGRAPHS:**
 - Photos taken by Photographers/Guests - The Foundation encourages Client(s)/Client vendors and Client(s) guests to take photos during the Event. The Foundation hopes that Client(s) will share these pictures so they can be used for promotional purposes.
 - Photos taken by Foundation Staff - The Foundation staff may take photographs at the Event and The Foundation reserves the right to use these photos for promotional purposes. It is understood by Client(s).
- No animals allowed, except service animals (i.e. guide dogs) unless approved by Foundation before the event.
- Moving or rearranging fixtures, furnishings, furniture or other items on the property are strictly prohibited.
- No confetti, rose petals, rice, glitter, or other like objects are allowed for decorating or for throwing. An additional cleaning fee will be assessed at Foundations discretion if such items are used.

- The venue and associated rooms must be vacated by the agreed upon ending time of the event (i.e. if the room is booked from 5 pm until 10 pm, all persons must be out of the room by 10 pm).
- Foundation is not responsible for any lost or damaged goods belonging to Client(s), its guests or any third-party.
- If Client(s) event is catered or involves outside equipment belonging to a party other than Foundation, it must be removed immediately upon the event conclusion.
- Client(s) agree to furnish any other information requested by Foundation or its employees.
- Any service and consumption of alcohol is permitted only upon Foundation's prior express written consent and compliance with AZ Laws.
- All personal items and decorations must be removed at the conclusion of the event. Reception. Foundation is not responsible for items left, lost, or stolen.
- Smoking: Smoking is permitted ONLY in the designated area (outside at the end of the Event Center building). Guests must use provided ashtrays. Guests smoking outside of the designated area will be asked to go to the designated area. Cigarette/Cigar butts found outside of the designated area will be classified as damage to the Event Center and a fee will be assessed.
- Audio & Video system is available for use with prior request at nominal charge. If Reception Hall staff or Technician needed to setup/operate it, it will cost as per application form.
- Kitchen is available to use for basic food setup & reheating (IACRF not responsible for any loss/damage due to malfunction of any equipment). Prior permission required for cooking.
- Tables & Chairs available for free use and must be stacked back in original place. Tables may not be moved without the permission of Reception Hall staff prior to the event.
- Kitchen equipment may not be moved without the permission of Reception Hall staff prior to the event. All Cooking including vendors must be done in the kitchen unless permitted by the Reception Hall staff.
- Loading and unloading of equipment, catering, and other items must be approved by Foundation Staff. All deliveries/pick up of supplies must be made during the specific hours of the reservation. Client(s) is responsible to be on site during the deliveries / pickup.

II. SERVING & CONSUMING ALCOHOLIC BEVERAGES; ILLEGAL DRUGS PROHIBITED

Client(s) agree to comply with all AZ law, Maricopa County ordinances, City of Phoenix Ordinances and the Foundation's policies on the service and consumption of alcoholic beverages at any event held on its property:

- Illegal drugs are strictly prohibited from Foundation's property at all times without exception.
- Only licensed bartenders/caterers will be allowed to serve or distribute alcohol at an event and must provide proof of licensure and insurance to Client(s) at least ten (10) days before the scheduled Event Date.
- The following are PROHIBITED concerning the service or consumption of alcoholic beverages by Client(s), its guests, its agents or other third on Foundation's property:
 - Serving an alcoholic beverage by any person under the age of twenty-one (21).
 - Serving any alcoholic beverage to any person without first obtaining a government issued I.D. verifying the person is at least twenty-one (21).
 - Serving any alcoholic beverage to any person who is visibly intoxicated or reasonably suspected to be impaired.
 - Serving any alcoholic beverage to any person who is a minor or to any person with reason to believe that such alcoholic beverage will be given to a minor.
 - "Brown-bagging" by guests or any third-parties.
- At events in which alcoholic beverages are served, Client(s) will ensure that all caterers and/or bartenders maintain commercial liability insurance to meet any obligations under this provision, including without limitation, general liability and that Foundation has been added as an additional insured on the aforementioned insurance policies.
- Client(s) will be responsible for exercising reasonable care in the serving of alcohol and agrees to indemnify, defend, and hold harmless Foundation, its directors, officers, employees, affiliates, subsidiaries, assigns, and agents from and against any and all losses, damages, claims, expenses and liabilities of any kind, including the costs and defense thereof, caused by or arising from Client(s) sale or service of alcoholic beverages at the scheduled event.

III. LATE AND REJECTED PAYMENT FEES

- Late Payments: Client(s) will be charged a late fee for overdue invoices. If the Rental Fee is not paid in full at least ten (10) business days prior to the Event, Foundation reserves the right to cancel the Event without refund.
- Returned Check/Declined Credit Card: In the event that any check is returned by the financial institution, or a credit card is declined, Client(s) must arrange for alternate payment within forty-eight (48) hours of notification and will be responsible for the Rejected Payment Fee (see the Miscellaneous Fees section of the Wedding Package Pricing document for details).

IV. PREMISES ACCEPTED IN "AS IS" CONDITION

Foundation expressly disclaims the premises will be in any condition. Client(s) hereby accepts the premises in the condition in which they are at the beginning of the set-up or event date, whichever occurs first, and agrees to maintain said premises in the same condition, order, and repair in which they are at the commencement of said set-up or event date excepting only reasonable wear and tear arising from the use thereof under this agreement.

V. DAMAGE TO VENUE

By executing this Agreement, Client(s) assume liability for all damage or resulting casualty loss which occurs during or otherwise results from Client(s) use of the Foundation(s) property, whether or not included in this Agreement. Client(s) further agree to assume liability for all cost of repairs to Foundation's property, actual damages and consequential damages which occurs during or resulting from Client(s) use of the Foundation(s) property, whether or not included in this Agreement.

VI. INCLEMENT WEATHER

No refund will be made due to inclement weather or other conditions beyond the control of Foundation. At the Foundation's sole discretion, The Foundation reserves the rights to:

- Evict any person(s) engaging in unacceptable activities outlined above, or not complying with the decision of The Foundation staff.
- Close the bar and remove all alcoholic beverages from The Foundation property.
- Withhold Client's Security Deposit.
- All Arizona State Laws and Federal Laws must be adhered to at all times.

VII. FORCE MAJEURE

If Foundation's performance of this Agreement or any obligation hereunder is prevented, restricted or interfered with by reason of force majeure (i.e. natural catastrophe, inclement weather, etc.) the Foundation upon providing prompt notice to Client(s) shall be excused from such performance to the extent of such prevention, restriction or interference and provided the Foundation shall use its best efforts to avoid or remove such causes of non-performance and shall continue performance hereunder with the utmost dispatch whenever such causes are removed. In the event of non-performance due to force majeure, the extent of any and all damages Client(s) may be entitled to shall be a refund of any deposit(s) made to Foundation pursuant to this Agreement less any amounts paid by Foundation as partial performance up to the date of the force majeure event.

VIII. BURDEN OF RISK AND INDEMNIFICATION

Client(s) assumes all risk for the scheduled event and shall be solely responsible and answerable for all damages, accidents, and injuries to persons and to personal property.

- By executing this Agreement Client(s) agree to assume all financial and legal liability that may arise out of or in connection to this Agreement or use of Foundation's property. Client shall indemnify, defend and hold harmless the Foundation, its owner, its management company, and its owners, officers, and employees from and against all demands, suits, judgments, settlements, claims, damages to persons and/or property, fines, liens, losses and other liabilities, including reasonable attorneys' fees arising out of or in any way related to the Event, including claims for loss or damage to any property, or for death or injury to any individual.
- Client(s) shall pay all claims and losses of any nature whatsoever in connection therewith, and shall defend all service in the name of Foundation when applicable, and shall pay all costs and judgments which may issue thereon.
- This indemnity shall survive the termination of this Agreement. Client(s) hereby releases The Foundation from any and all liability or responsibility to Client(s) or anyone claiming through or under Client(s) by way of subrogation or otherwise for any loss or damage to equipment or property of Client(s), Client's guests or vendors covered by any insurance then in force
- This Agreement is not transferable. Client(s) agree not to represent himself as an agent or affiliated with Foundation.
- In the event it is declared by a court of competent jurisdiction or arbitrator Foundation has breached its obligations under this Agreement, the extent of any damages—actual, consequential or otherwise—Client(s) shall be entitled to is the total amount of rental rates or fees actually delivered to Foundation.

IX. CITY, COUNTY, STATE, AND FEDERAL LAW

The Client(s) agrees to comply with all applicable city (Phoenix), county (Maricopa), state (AZ), and federal laws and shall conduct no illegal act on the premises.

X. AGREEMENT, TERMS AND CONDITIONS NONCOMPLIANCE

Foundation reserves the right to cancel reservation for Client(s) not abiding by regulations, misconduct, or another action detrimental to participants or its affiliates or assigns.

XI. ARBITRATION

At the Foundation's election, any dispute arising out of or relating to the interpretation of any provisions of this Agreement or the failure of the parties to perform or comply with any obligations or conditions applicable to such party pursuant to this Agreement shall be finally settled by arbitration under the then current commercial arbitration rules of the American Arbitration Association.

XII. INTERPRETATION AND GOVERNING LAW

This Agreement shall be interpreted in accordance with and shall be governed by the laws of the State of Arizona subject to the provisions of this Agreement,

.....

IN WITNESS WHEREOF the undersigned warrant to have read and reviewed the above terms and conditions and agree to adhere to all terms and conditions contained therein.

FOR CLIENTS:

Signature: Date:

Title:



Indo-American Foundation of Arizona

DONATION & MEMBERSHIP PLEDGE FORM

The Indo-American Foundation is a **Non Profit Organization (501C-3)** with 28 years of service to the community. Our vision is to provide the Indo-American Community with a campus of social and religious services.

“DIVERSITY without Divisions & UNITY without Uniformity”

I / WE WOULD LIKE TO DONATE / PLEDGE FOLLOWING, (Please check one)

- GOLD LIFE MEMBER : \$2,000
- PLATINUM LIFE MEMBER : \$5,000
- V.I.P. LIFE MEMBER : \$10,000
- GRAND LIFE MEMBER : \$15,000
- TRUSTEESHIP : \$25,000 +



Please Fill the below form for Membership and Help the Community Facilities Become Debt Free!

NAME: _____
LAST FIRST MIDDLE

SPOUSE'S NAME: _____
LAST FIRST MIDDLE

ADDRESS: _____
STREET CITY STATE ZIP CODE

TELEPHONE: _____ EMAIL: _____

SIGNATURE: _____ DATE: _____

All Donations are Credited towards Membership
Make your check payable to Indo-American Foundation or Bharatiya Ekta Mandir of Arizona
Please mail your check to IAF-BEMA P.O. Box 35275, Phoenix, AZ 85069