



Indo-American Cultural and Religious Foundation of Arizona

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

Contact: Ravi (602) 284 5194 / Sita (623) 332 3264

HALL RENTAL - APPLICATION FORM

PART A – Application

APPLICANT INFORMATION:

How did you hear about us:MagazineFriendSignboardOther

First Name/Organization _____ Last Name/Contact Person _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Mailing Address (If Different): _____ Email: _____

Mobile: _____ Home Tel: _____ Work Tel: _____

Driver's License No: _____ State: _____ Expires: _____

RESERVATION INFORMATION

Date of Event (MM/DD/YYYY): From: ____/____/____ to: ____/____/____

Day(s) of Use: ____ Mon ____ Tue ____ Wed ____ Thu ____ Fri ____ Sat ____ Sun

Starting Time: _____; Ending Time _____; Total Hall Usage (Hours): _____

Purpose of Use: ____ Wedding/Reception ____ Anniversary ____ Birthday ____ Fundraiser
____ Religious Event ____ Cultural Event ____ Quinceanera ____ Other (Specify)

Event is for: ____ Self/Spouse, ____ Dependent Child(ren)/parent(s), ____ Friend/Relative, ____ Org.

Name of person(s) event is for: _____ Expected Number of Guests: _____

Will alcohol be served? ____ Yes, ____ No. If Yes, Start at: _____, Stop at: _____

Types of Alcoholic Beverages to be Served: _____ (Specify all)

Facilities that will be used: ____ Hall, ____ Courtyard, ____ Audio/Video, ____ Kitchen (serving), ____ Kitchen (cooking)

Number of Chairs Required: _____, Number of Tables Required: _____

Will there be Open Fire Pit in the Hall (allowed only for religious ceremonies)? ____ Yes, ____ No.

Are you Sister Organization ____ Yes, ____ No, ____ n/a. Sister Org paper on file ____ Yes, ____ No, ____ N/A.

Is Event invitation restricted ____ Yes, ____ No. Any entry fee for event ____ Yes, ____ No, ____ N/A.

Application (CONTINUED)

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

	Rate	Comments
Hall Deposit	\$ 1500 / rental	
Hall Rental Fee ⁽¹⁾	\$	
Cleaning charges	\$ 400 / rental	+\$150/day for additional days. Cleaning is FREE for for non-member priced rentals.
Sound System, Projector & Screen (Optional):	\$ 350 / rental	+\$100/day for additional days
Sound & Screen Operator (If opted, max 2 hours)	\$ 100 / rental	
Cooking at Kitchen	\$ 400 / rental	+\$150/day for additional days
Extra Hours (event day)	\$ 75 / hour	
Extra Hours (non-event day)	\$ 250 / hour	Max 3 hours
Ice Machine	\$ 30 / day	
Security Service	\$	
Service Package	\$	

Note:

- a) Payment must be in the form of Cashier check from Bank/Credit Union or Money orders. Cash not accepted.
- b) Get receipt from Custodian / Person In-Charge for all deposits, rent and fees paid.
- c) 3% extra payment fees will be charged for payments through debit/credit card.
- d) Fill & sign PART-C of application form.

RENTAL AGREEMENT

I/We _____ the undersigned Applicant(s) wish to rent the IACRF Hall for our use which includes dependent children and parents. I/We have read and understood Hall Rental Rules and Regulations (incl. part B & C), and agree to abide by them.

Signature

Date

Name (Print in CAPS)

Hand Deliver Completed Application Form and Deposit/Charges to Custodian:
Indo-American Cultural and Religious Foundation of Arizona
2809 W. Maryland Avenue
Phoenix, AZ 85017

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

PART B – Rental Policy Rules & Regulations

Rent Details:

Day	Rent Amount	Member Discount	Trustee Discount	Sis Org Discount
Monday – Thursday (Except Holidays)	\$2500	30%	50%	75% (1 st) 50% (2 nd +)
Friday, Sunday and Holidays	\$3500			
Saturday	\$4500			

Proposed Policies:

1. **Deposit and Rent (no exceptions):**

- a. A refundable security deposit is required at the time of application.
 - i. Rescheduling – a \$250 fee will apply each time. No rescheduling allowed within 45 days of the event and \$1000 from deposit will be forfeited.
 - ii. Cancellation – Deposit will be refunded within 30 days of booking or 60 days prior to the event whichever comes first.
 - iii. Any damages to the property will be deducted from deposit at IACRF discretion. If damages exceed the deposit, the rental party is responsible for remaining balance.
 - iv. Refunded within 15 days after the event if hall is returned without any damages.
- b. Entire Rent must be paid 60 days prior to the event or at the time of booking if less than 60 days failing which the booking will be cancelled, \$1000 from deposit forfeited and primary contact will be notified accordingly to the address or phone present on file.
- c. A hold for a date without deposit and application is valid for a max of 3 calendar days.
- d. IACRF board decision will be final and binding in case of any dispute.
- e. Disclaimer – Renter agrees to hold IACRF harmless for any damages (legal or others) for the use of the facility.

2. **Setup and Decoration:**

- a. Hall Rental fee (at non-member rate) includes cleaning charges but not set up or other services. Please discuss with custodian for setup/service event packages.
- b. Audio & Video system is available for use with prior request at nominal charge. If IACRF staff or Technician needed to setup/operate it, it will cost as per application form.
- c. 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. \$500/day will be charged in case of violation.
- d. Hours of usage 9am – 1am (post midnight). Additional hours may be charged at prevailing rate & must be approved by IACRF in advance.
- e. Tables & Chairs available for free use. Must be stacked back in original place (if not opted for setup).

3. Member:

- a. To qualify as a member - person/Individual should be current fully paid lifetime (or higher level) member prior to the date of signing the contract.
- b. Deposit and Rent policy apply as mentioned under #1 above unless explicitly stated.
- c. Booking for friends and other organizations to avail discount based on your membership is not allowed. In case of violation, the deposit will be forfeit and party will be charged at non-member rate.

4. Sister Organization:

- a. Deposit and Rent policy apply as mentioned under #1 above (Valid till 12/31/2023).
- b. To qualify as a sister organization:
 - i. Should be current registered 501(c)(3) non-profit organization.
 - ii. Should have proven engagement for the benefit of the Indo-American community and culture in the valley for last 3 years
 - iii. Letter to qualify for sister organization should be on file & dated within 36 months prior to event date (if not, ask custodian how to enroll to be a Sister organization)
- c. Hall rental discount (applicable per Calendar year):
 - i. As per table above.
 - ii. Discounted rate is subjected to IACRF approval. For discounted rental, the custodian will be available only for initial 1 hour to show around.
 - iii. Discounted rental cannot be reserved more than 4 months in advance of event date.
- d. Organizations who don't qualify for Sister-org will be charged at full rate.

5. Prohibited Items:

- a. Using IACRF utensils (if any) to cook non-veg (Meat/Fish/Egg)
- b. Confetti or single Ballons or anything attached/mounted on walls
- c. Propane gas tanks
- d. Glass / Alcohol bottles placed on tables
- e. Alcohol served by host, family or guest (Only bartender allowed to serve alcohol)
- f. Monogram on SLPS dance floor
- g. Covering donor wall
- h. Fire sparklers (Only cold sparklers allowed with prior permission)
- i. Pets (Only service animals welcome)

6. *There is possibility of phase 3 (lobby) construction ongoing at time of your event. It will not impact hall & other facilities usage. Minor impact on Parking may be expected.*

PART C – Event cash flow & change history

This table must be kept upto date with each change for the event, including deposit, date change, package change etc. both parties should sign each item. Print additional sheet if current table is exhausted

Item / Change description	Date	Amount (Cash/Check #)	Renter Initials	Custodian Initials
Hall Deposit				
Hall Rental Fee				