



Indo-American Cultural and Religious Foundation of Arizona

(Registered Non-Profit Organization under 501 C3)

P. O. Box 35275, Phoenix, AZ 85069

Tel. (602) 347-5611 Office; (602) 347-6972 Fax; Julio Jacamo – Hall Manager

NON-MEMBER RULES AND REGULATIONS

The Hall, owned and managed by Indo-American Cultural and Religious Foundation of Arizona (IACRFA), is located at **2809 W. Maryland Avenue, Phoenix, AZ 85071**. The following Rules and Regulations apply to rental of the Hall:

I. Hall Reservation:

1. Reservation must be made at least 60 days prior to the event, by mailing the following to IACRFA:
 - a. Completed Hall Rental Application.
 - b. Hall Deposit, in the form of money-order or Cashier's Check made payable to "Indo-American Cultural and Religious Foundation of Arizona" (see Section V- Rental Rates).
Cash or personal checks shall not be accepted.
2. Incomplete Applications or Applications not accompanied by Deposit Checks will not be considered.
3. Applicant shall be notified of approval or rejection of their request within 10 days of IACRFA receiving the Application package. IACRFA shall review the Application for completeness, intended purpose of Hall rental, and availability of the Hall for the date(s) requested. Hall is reserved on first-come-first-serve basis.
4. Once the Application is approved, IACRFA will block the date for the Applicant. However, confirmation of reservation will be made only after provisions of Section II are satisfied.
5. IACRFA reserves the right to reject any Application without providing explanations.
6. IACRFA has a non-discrimination policy. The hall is rented without discrimination on the basis of race, religion, sex, color, political affiliation, physical or mental handicap, and marital status.

II. Hall Rental Confirmation:

1. Upon approval of the Application, the Applicant shall mail the following to IACRFA at least 30 days prior to the event:
 - a. Hall Rental Fee, in the form of money-order or Cashier's Check made payable to "Indo-American Cultural and Religious Foundation of Arizona" (see Section V- Rental Rates).
Cash or personal checks shall not be accepted.
 - b. Security Charge, if determined to be required by IACRFA, in the form of money-order or Cashier's Check made payable to "Indo-American Cultural and Religious Foundation of Arizona" (see Section V- Rental Rates).
 - c. Copy of Home/Hall-Rental Insurance Policy. The Policy shall be active on the day of the event. Apartment or Home Renter's Insurance is not acceptable.
2. IACRFA reserves the right to cancel the Hall reservation if the payments and insurance information are not received at least 30 days prior to the event. Applicant will forfeit the Deposit paid.

III Deposit Return:

1. IACRFA shall conduct a final inspection of the Hall and return the Deposit, less any charges for damages, to the Applicant within 30 days from date of the event.

Renter's Initial _____

IACRFA HALL RENTAL - RULES AND REGULATIONS (CONTINUED)

2. Refund of Deposit shall only be made by check. No cash payment shall be allowed. Check shall only be made to the Applicant's name and shall only be mailed to the address shown on the Application Form.

III. Rental Cancellation:

1. Applicant can cancel Hall reservation in accordance to the following schedule:

Cancellation Period	Refund by IACRFA
60 days or more prior to Event	100% of all payments made
Between 30 and 60 days prior to Event	(All payments made) minus (Deposit)
Less than 30 days prior to Event	50% of Rent

2. IACRFA can cancel Hall reservation for any reasons it deems necessary 60 days or more prior to the Event. In such a case, 100 percent of all payments made by Applicant shall be refunded within 30 days of cancellation.
3. Force Majeure: IACRFA can cancel Hall reservation less than 60 days prior to an Event if it is unable to fulfill its obligations under this Agreement due to "force majeure". For the purpose of this Agreement, "force majeure" is an event beyond the control of IACRFA, including, but not limited to war, public emergency or calamity, fire, Act of God, governmental restrictions, etc. In such a case, 100 percent of all payments made by Applicant shall be refunded within 30 days of cancellation.
4. All refunds to Applicant shall be made pursuant to conditions stated in Section III (2).

IV. Rental Rates:

1. The following rental rates shall apply:

Hall Deposit	\$750
Mon-Thurs	\$1,500
Friday	\$2,500
Saturday	\$3,500
Sunday	\$2,000

2. The rental rates shown above are for a 10-hour period (unless noted otherwise), starting at 1 pm and ending at 11 pm. Renter shall work with the hall manager in getting the tables/chairs placed at proper place, remove the decorations and put away the trash by midnight. Failure to be out of the hall by 12:15am will cost the renter at the rate of \$200 per hour (minimum charge \$200). If prior or later access to the Hall is desired, the Applicant must inform IACRFA at the time of reservation. Depending on the other events planned at the Hall, IACRFA may or may not be able to extend the hours.

Amenities Included:

1. Included in the Hall rental are an approximately 8,000 sq. ft Hall with a seating capacity of 400+; 2,000 sq. ft of courtyard; full kitchen facility; table and chairs for approximately 400 guests; dedicated parking lot and rest rooms. Rent also includes utilities costs for water, gas, heat and air-conditioning.
2. Applicant shall make their own arrangements for cutlery, napkins, table cloths and other supplies. *IACRFA does not provide any supplies*

Renter's Initial _____

V. Rental Conditions:

1. The Hall's Operating Rules are regulated by the IACRFA's Board of Directors and may be modified at any time and without prior notice.
2. Applicant and the guests shall hold IACRFA, its employees and its Board of Directors harmless from any third party legal actions resulting from the use of the Hall.
3. IACRFA, its employees and its Board of Directors are not responsible for any losses incurred by the Applicant and/or the guests resulting from theft, vandalism, robbery, spoilage, etc.
4. IACRFA, its employees and its Board of Directors reserve the right to enter the Hall at any time before, during and/or after the event that it is rented for.
5. Smoking is strictly not permitted inside the Hall, kitchen and rest rooms.
6. Hall Decoration: Any plans to decorate the Hall must be pre-approved by IACRFA. *No decoration can be attached to the Hall's inside walls. This includes the use of tapes, nails, tacks, glue or other items that can damage the walls.* Decoration material should be away from light fixtures and must be fireproof.
7. Open Fire: Any plans to use open fire and/or candles must be pre-approved by IACRFA. Open fire or candles shall be allowed only for religious ceremonies. Applicant shall discuss the methods for containing the open fire, controlling it and emergency measures with IACRFA prior to the event.
8. Cleaning: The following rules shall apply:
 - a. Applicant is responsible for removing all decorations, re-staking the chairs and folding the tables.
 - b. All garbage shall be tied in plastic bags and placed in dumpster outside the Hall.
 - c. Hall floor, kitchen floor and stoves shall be left in clean state.

VI. Alcoholic Beverages Policy and Charges:

1. Use of alcohol during the Event shall be clearly mentioned in the Application Form. IACRFA shall not allow the use or serving of alcohol, unless it has been pre-approved.
2. Alcohol may not be served for more than four (4) hours.
3. Alcohol cannot be served after 11:00 pm.
4. The Applicant shall not sell alcoholic beverages at the Hall at any time during the Event. In case the Applicant wishes to have a "cash bar" or "no host bar", he must get an Arizona-licensed liquor selling operator to do so with the condition that no part of the collection shall go to the Applicant or any party other than the licensed operator. Prior written approval is required from IACRFA to arrange for a licensed operator to sell liquor.
5. Hall Security guards will be required if alcohol is to be served. The following requirements/charges shall apply:
 - a. A minimum of four (4) security guards will be arranged by IACRF for six (6) hours.
 - b. For any additional people over 300, one (1) security guard per 100 will be added.
 - c. Applicant will pay a charge of \$500 for security guards. Security guard charges are not included in the Hall Rental rates.

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HALL RENTAL APPLICATION FORM (NON-MEMBER)

PART A- APPLICANT INFORMATION:

Last Name: _____ First Name: _____ Middle Name: _____

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

Mailing Address (if different): _____

Home Tel: (____) _____ Work Tel: (____) _____ Mobile (____) _____

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

Home Insurance Company: _____

Policy No: _____ Expiration Date: _____ Liability Coverage (\$): _____

Agent name: _____ Agent Tel: (____) _____

PART B – RESERVATION INFORMATION:

Date of Event: From: _____ / _____ / _____ to: _____ / _____ / _____
(Month) (Day) (Year) (Month) (Day) (Year)

Day(s) of Use: _____ Mon, _____ Tue, _____ Wed, _____ Thur, _____ Frid, _____ Sat, _____ Sunday

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

Expected Number of Attendees: _____ (400 Maximum)

Purpose of Use: _____ Wedding, _____ Anniversary, _____ Birthday, _____ Religious Event, _____ Cultural Event
_____ Other (Specify)

Will alcohol be served? _____ Yes, _____ No; If Yes (see Section VIII): Start at: _____ PM, Stop at: _____ PM

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

Facilities that will be used: _____ Hall, _____ Kitchen, _____ Courtyard;

Number of Chairs Required: _____; Number of Tables Required: _____

Will there be Open Fire Pit in the Hall (allowed only for religious ceremonies – see Section VII)? _____ Yes, _____ No

Cooking on Premises? _____ Yes, _____ No; Hall Decoration required (see Section VII)? _____ Yes, _____ No

Renter's Initial _____

