

**SRI SHIRDI SAI BABA TEMPLE OF AUSTIN
COMMUNITY HALL SIGN UP SHEET**

Responsible Party: _____

Address: _____

Telephone(s) _____

E-Mail Address(es) _____

Please describe nature of event _____

How many hours will you rent hall or kitchen for? _____ hours. (No partial hours)

How many do you expect to attend? _____

Will you use the kitchen? Yes ___ No ___

If Yes, will food be catered or made in the kitchen? Catered _____; Prepared in kitchen _____

Charges:

_____ hrs X\$75 COMMUNITY HALL RENTALS \$ _____

_____ hrsX\$25 KITCHEN RENTAL \$ _____

_____ hrsX\$35 COOKING RENTAL (includes kitchen rental) \$ _____

_____ SET UP/TAKE DOWN CHAIRS \$100 (OPTIONAL) \$ _____

_____ CLEANING DEPOSIT \$200 (may be refundable) \$ _____

_____ hrsX\$35 SOUND AND LIGHT TECHNICIAN(S) \$ _____

_____ MOVIE/DVD PROJECTION (\$100, OPTIONAL) \$ _____

_____ MICROPHONES (\$30 EACH) \$ _____

_____ hrsX\$30 STAGE USE & DRESSING ROOMS \$ _____

TOTAL \$ _____

OFFICE ONLY - SPONSORSHIP PAYMENT (checks preferred):

Total Amount \$ _____ Date Paid _____, Check # _____,

Visa ___ MC ___ Disc ___ Amex ___; Cash: _____

Checks to be payable to "**Sai Baba Temple**"
AUM SAI RAM

SRI SHIRDI SAI BABA TEMPLE OF AUSTIN

**Community Hall, Kitchen and Related Areas
Rental & Cleanup Rules**

- 1) If food was served, clean tables with a wet cloth from the kitchen (cloths are to right of sink), and wipe down all surfaces. This includes tabletops, chair cushions, and picnic tables outside (if used).
- 2) Pick up all trash inside and outside the Building and put into trash bins.
- 3) Stack chairs and tables and return to closets in Community Hall.
- 4) Sweep floors of all areas used. Brooms and dustpans are in the laundry closet between the Mens and Ladies restrooms.
- 5) Mop floors in all areas used (mop & bucket are in Laundry closet) Use “wet floor” signs from laundry closet.
- 6) Empty all trash cans and put new trash liners in. Free liners are just to the left of the door in the pantry in the kitchen. Empty trash cans LAST before you leave. Deposit all trash in Trash Dumpster behind kitchen (behind wooden gates).

Agreed to (Responsible Party must sign):

_____ Date