



# Nepali Cultural and Spiritual Center

2016 W. Grauwylar Rd, Irving, TX, 75061  
 www.ournsc.org | E-Mail: admin@ournsc.org | Ph: 972-986-7777

Dear Mr. \_\_\_\_\_ Miss/Mrs. \_\_\_\_\_

Thank you for choosing Nepali Cultural and Spiritual Center (a.k.a NCSC) hall for your upcoming event. Detail information regarding your booking is printed below.

**Type of event:** \_\_\_\_\_  
 (Wedding, Graduation, Birth Day, etc.)

**Estimated guests:** \_\_\_\_\_

**Person responsible for the rental:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

<b>Rental start date/time</b>	Temple Hall:
	Party Hall:
<b>Rental end date/time*</b>	Temple Hall:
	Party Hall:
*Every additional minutes, after the check-out time, will be subject to an additional charge.	

<b>Rental charge</b>	Temple Hall:
	Party Hall:
	<b>Total Charge:</b>
<b>Rental deposit**</b>	

\*\*Must be at least 50% of the total rental charge. In the event of cancellation, the rental deposit will be automatically forfeited however, in case of family emergencies like death and accident, NCSC reserves the right to refund or give credit for future use. A valid proof may be required.

<b>Security Deposit</b>	\$200.00
<b>Total Paid</b>	Receipt Number: Date: Received by:
<b>Balance***</b>	
	INFO IF PAID OFF
	Receipt Number: Date: Received by:

\*\*\*Must be paid in full at least 3 days prior to the event date.

Nepali Cultural and Spiritual Center (aka NCSC) is a not-for-profit, 501 (c), organization.



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## Rental Terms & Conditions

1. The terms 'NCSC' is used in this document (or Rental Terms & Conditions) to refer to the Nepali Cultural and Spiritual Center.
2. At least 50% of the total charge has to be paid while booking the hall. Your reservation is not guaranteed until this amount is paid in advance. The remaining 50% of the amount must be paid off at least 3 days prior to the event date.
3. In the event of cancellation, the rental deposit will be automatically forfeited however, in case of family emergencies like death and accident, NCSC reserves the right to refund or give credit for future use. A valid proof may be required.
4. In case the renter wants, due to some unforeseen circumstances, to get reservation rescheduled or changed, a request has to be made at least 15 days prior to the originally booked date. A new date will be provided as per the availability of the hall/s.
5. In the event of inclement weather causing icy roads or other conditions that would render travel to the facility unsafe, renter will be permitted to reschedule the event to another date based upon availability of the hall/s at no additional cost to renter.
6. Nepali Cultural and Spiritual Center is not responsible for supervising renter's guests or their behavior.
7. Nepali Cultural and Spiritual Center is not liable for any damages or loss of property to renter's or renter's guest property, including vehicles parked outside.
8. Doors must be kept shut at all times during your event.
9. NCSC Hall/s and its property must be restored to its original condition. Damage to the NCSC hall and its property, including equipment, will be charged to the security deposit. If more than \$ 200.00 damage occurs, the renter will be responsible for the balance. This includes inside and the outside of the hall.
10. Nepali Cultural and Spiritual Center doesn't take responsibility to provide items required for religious rituals, Poojas, and/or other programs. Nepali Cultural and Spiritual Center will is responsible to provide facility related items only.
11. No alcoholic beverage and non-vegetarian items are allowed inside the main hall attached to the temple, the hall that temple doors open into.
12. Smoking is not allowed inside the premises. Smoking is permitted outside. All cigarette butts must be disposed of properly.
13. If you require audio-visual system, please note that you must call and schedule a time 1 week prior to your event so that you can be shown how the system works. NCSC doesn't provide any laptop. Please bring your own laptop that you will be using during your event so that we can perform a trial run.
14. The temple rules will apply with additional concerns.
15. Renter agrees to comply with any and all laws, statutes, ordinances, rules, orders, regulations and requirements of the federal state and local governments, and all of their departments or bureaus, applicable to renter's use of the premises, including without limitation, obtaining any necessary liquor licenses and the payment of all sales, use and entertainment taxes and fees.
16. Renter releases from liability and agrees to indemnify and hold harmless Nepali Cultural and Spiritual Center (a.k.a NCSC), its members and officers, against claims, liabilities, damages, losses, expenses or attorneys' fees incurred as a result of (a) Renter's failure to fulfill any condition of this Agreement; (b) any damage or injury happening in or about rental or premises to Renter's invitees or licensees or such person's property; (c) Renter's failure to comply with any requirements imposed by any governmental authority; and (d) any judgment, lien, or other encumbrance filed against Renter as a result of Renter's action.
17. In any action or legal proceeding to enforce any part of this agreement, the prevailing party shall recover reasonable attorney's fees and costs.
18. It is the intention of the parties herein that if any of this rental agreement is invalid, for any reason, such invalidity shall not void the remainder of the rental agreement.
19. This Agreement shall be construed, interpreted and enforced according to the laws of the State of Texas.

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I have read, understood the above Rental Terms & Conditions and agree to abide by them. I also verify that the information provided by me, which is printed on the first page, is accurate and correct.

<b>Responsible for rental:</b>		
Name of renter	Signature of renter	Date

<b>Authorized NCSC representative</b>
<b>Received by:</b>
Name:
Signature:
Date:

\*\*\*\*\*

**FOR NCSC OFFICE USE ONLY**

\*\*\*\*\*

**Booking status:**      Confirmed                  Pending

**Authorized NCSC representative**

<b><u>Received by:</u></b>	<b><u>Verified by:</u></b>
Name:	Name:
Signature:	Signature:
Date:	Date:

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