

SAMARPAN TEMPLE AND COMMUNITY CENTER

2746 MECHANICSVILLE RD, BENSALEM, PA, 19020

COMMUNITY HALL USE

CHARGES:

4 Hours use + 2 hours setup and cleaning *

8 AM to 2 PM or 4 PM to 10 PM

	Amount	Occupancy	After event Cleaning Charges
Dining Hall	\$ 700	100	\$200
Auditorium	\$ 1100	150	\$200
*Each additional hour costs \$100/Hour after 15 minutes of grace period. *Above rates are after temple catering discount			

11 Hours use + 3 hours setup and cleaning *

8 AM to 10 PM

	Amount	Occupancy	After event Cleaning Charges
Dining Hall	\$ 1050	100	\$300
Auditorium	\$ 1650	150	\$300
*Each additional hour costs \$100/Hour after 15 minutes of grace period. *Above rates are after temple catering discount			

No outside catering allowed. Only temple Catering

(Food Charges are extra as per your menu)

POLICY:

- No outside catering allowed. Only Catering from Samarpan Temple is allowed. Food Charges are in addition based on the menu.
- Security Deposit of \$500 is required. We can accept Master Card or VISA for Deposit only. It is Refundable after 10 days of event subject to successful inspection. Refund will be by Check only.
- Above rates are after Temple catering discount.
- 10% Discount on Hall Rental if event is on Sunday.
- 15% Discount on Hall Rental charges if event is on day from Monday - Thursday.
- Multiple day discount is available.
- A special rate is available for the total number of guests below 50.
- Full payment must be paid in advance two weeks before the event date. Only Check or Cash is accepted for the payment except for Deposit.

RULES for USE OF PREMISES:

- Included Tables and Chairs (Table Covers are not included. Users must arrange tables & chairs and place them back at designated storage area at the end of the event).
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- Table covering must be used on all dining tables and serving tables and User must bring on their own.
- No smoking on entire temple and community facility.

- No Alcohol, Drugs or Tobacco spitting allowed on entire property including the parking areas. Spitting by user or user's guest will be violation and cleanup will be charged to user - host of event.
- Vegetarian food only. Cake and pastry Allowed.
- No Helium Balloons, No glue, staples, pins, nails, push pins on the wall. Use of Painter's Tape or Command tapes is allowed and must be removed after use however we do not recommend using any wall decoration.
- No food allowed on the stage.
- Temple is not responsible for serving food or removing garbage. Garbage bags must be dumped into garbage dumpster appropriately.
- The kitchen can be used for water, ice cream, or cake storage only. Access to the kitchen is limited and by permission only.
- You need to bring your own sound system if needed. You may contact our sound system coordinator for more detail.
- The parking lot must be used for parking purposes only. Outdoor tent or use of the land is not allowed. Parking is only permitted in the designated parking area.
- Fire lanes must be kept completely open without any parked vehicles or table/chairs. Parking is not allowed on the Fire lanes unless during unloading/loading activity.
- If auditorium is rented, you are allowed to use stage and bride and groom rooms for your event.
- Keep hallway area open all the time for others. Pathways to emergency exit doors and fire exits must be free and clear at all the times. The hallway and all entrances must be kept accessible without any obstacles. Food cannot be served in the hallway or any portion of the parking lot.

- Community hall is adjacent to temple hall, make sure put your all efforts to keep serenity of the temple. Loud music shall not be permitted on the Premises.
- Any activity which generates smoke, including smoke machines on the stage area is not allowed.
- Community hall has movable partition walls and must be used only by the management assigned person.
- Children must be under adult supervision at all the times including in Hallway areas.
- No open flames are permitted on the premises. Candles are only allowed during Cake cutting ceremony only.
- Thermostats are set to temperatures within the range of the Samarpan Temple Temperature Policy. Only Temple management is allowed to change Thermostat settings. Only Hallway entrance and exit doors are allowed for use. Other doors are for Emergency or loading/unloading only. Desired temperature will not reach if rear doors are opened frequently for entry/exit.
- Insurance is needed from all vendors. Vendors must be licensed to do business in Bensalem township. Vendors must meet all local and state requirements.