

AYYAPPA SEWA SAMITHI (REGD)

SECTOR-2, R.K. PURAM, NEW DELHI

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APPLICATION FOR BOOKING SHABARI MANDAPAM/ KITCHEN/ BASEMENT ETC.
(FOR NON - MARRIAGE PURPOSES)

I, _____ R/o _____
_____ desire to conduct a programme/ function in connection with
the _____ (nature of the ceremony/ function) in the temple
premises. I agree to the terms & conditions of the Ayyappa Sewa Samithi (Regd) in this regard and furnish the
required details hereunder:

I. PARTICULARS OF THE ORGANIZATION/ ORGANIZER OF THE FUNCTION/ PROGRAMME

(a) Name (in Capital): _____

(b) Present Address: _____
with phone No. _____

(d) Permanent Address _____
with phone Nos. _____
(if any) _____

II. DETAILS OF OTHER RELEVANT INFORMATION

(a) Date & Time of the function/ programme: _____
(b) Duration of the programme/ function: _____
(c) No. of Guests/ invitees expected: _____

III. FACILITIES REQUESTED:

- | | | |
|-------------------------------|--------------------|--------------------|
| (a) Hall (Sabari Mandapam) | (b) Basement | (c) Kitchen |
| (d) Panel Caterer | (e) Table & Chairs | (f) Thalam |
| (h) Utensil for Caterer's Use | (i) Security | (j) Any other item |

I hereby declare that the particulars given above are true and correct to the best of my knowledge and belief and that the programme/ function/ ceremony is being conducted with my full consent. I shall abide by the rules, regulations and customs of the temple. I am remitting herewith an amount of Rs. _____ being the donation and Rs. _____ for using extra facilities, if any.

(SIGNATURE OF APPLICANT)

NEW DELHI: _____
DATE: _____

(RELATIONSHIP WITH THE ORGANIZER OF THE PROGRAMME/ FUNCTION)

[TERMS AND CONDITIONS GOVERNING THE USE OF THE PREMISES OF AYYAPPA TEMPLE, AYYAPPA MANDIR MARG, SECTOR-2, R.K. PURAM, NEW DELHI FOR MARRIAGES, RELIGIOUS/ CULTURAL PROGRAMMES AND OTHER CEREMONIES ARE ATTACHED].

25. No programme will be allowed on sale of tickets
26. Seating capacity of the hall is 500 (250 main hall & 250 in the balcony). This capacity shall not be exceeded at any time.
27. No booking shall be considered as confirmed without the approval of the Secretary or any other authorised office bearer of the Samithi
28. Donation for use of Temple premises and various articles are to be made as per list available at the Counter of the Temple.
29. **Cancellation charges are as under:**
- | | | |
|------------------------------------|---|----------------------|
| i) One month before the programme | : | 5% of donation |
| ii) Two weeks before the programme | : | 10% of donation |
| iii) One week before the programme | : | 25% of the donation |
| iv) One day before the programme | : | 75% of the donation |
| v) On the day of the programme | : | 100% of the donation |
30. **Postponement:-**
This will be permissible only to a date convenient to the Management provided full payment is made in advance. No second postponement shall be permissible.
31. **General conditions for allotment of premises:**
- All licences, permissions to hold the function, if required under the law shall be obtained by the applicant/ user and the Management shall not be responsible for any lapse and consequences there of.
 - The booking party shall be responsible for the adherence to the rules and regulations of the Samithi
 - Permission wherever needed from the office of the concerned Dy. Commissioner of Police for holding the function shall be produced to the Management at least 3 days in advance of the function.
 - It shall be the responsibility of the booking party to check well in advance the various equipments, fittings in respect of light, PA equipment etc. through the staff of the Temple before the programme in order to rectify the defects, if any
 - No addition/ alteration/ creation will be allowed in the premises without the permission of the Management. No heavy equipment or machinery will be allowed on the stage.
 - No electrical appliances other than those already provided in the building will be allowed to be used.
 - No inflammable materials shall be allowed for performance either on the stage, in the hall, green room etc. No open fire shall be allowed anywhere in the premises of the hall, green room etc.
 - No equipment, material posing fire hazard shall be used or stored in any place within the Auditorium or hall or other premises, the Management has the right to remove them at the risk and cost of the user. The user shall be held solely responsible for any damage or loss to the hall in case of any mishap due to storage of such materials.
 - Display of posters/ banners/ publicity materials will be allowed by the Management at places specified by the Management and shall be removed by the user immediately after the function is over.
 - The Management reserves the right to bar the entry of any persons(s) or materials within the premises of the Auditorium, foyers, green room etc. if the same is considered undesirable in public interest. The Security staff is authorised to verify the articles/ materials brought in for the programme.
 - No space meant for the devotees shall be blocked.
 - All the eatables/ food items are to be cooked in the kitchen/ specified area for cooking. The basement is to be made use of, for serving soft drinks, snacks, meals etc. These shall not be served in the Sabari Mandapam at any cost at any point of time. However, drinking water, tea, softdrinks and light snacks will be allowed to be served on the western side, outside, Sabari Mandapam without creating any obstruction in distribution of Archana Prasadam etc. at the Prasadam Distribution Counter.
 - Sanctity of the Temple premises are to be strictly maintained by the user and he is responsible to instruct his guests to maintain the same.

I have read and understood the above noted terms & conditions and agree to abide by them fully and absolutely.

Place:

Date:

(Signature): _____

Approved/ Not approved

Name & Address of the Applicant/User:

Secretary/ Treasurer: (Signature): _____

TERMS & CONDITIONS GOVERNING THE USE OF THE PREMISES OF AYYAPPA TEMPLE. AYYAPPA MANDIR MARG, SECTOR-2, R.K. PURAM, NEW DELHI FOR FUNCTIONS/ CEREMONIES/ CULTURAL PROGRAMMES (OTHER THAN MARRIAGES)

The following are the terms and conditions governing the use of the premises of Ayyappa Temple, Ayyappa Mandir Marg, Sector-2, R.K. Puram, New Delhi – 110 022. Persons desirous of using the premise are required to sign one copy of these terms and conditions and hand it over to the Secretary, Ayyappa Sewa Samithi (Regd) at the time of booking:

1. The premises will be made available/ allotted on first come first served basis
2. Donation for booking shall be made in cash and receipt obtained from the Manager of the Temple.
3. In addition to the donation, a Security Deposit of Rs.500/- (Rupees Five Hundred only) shall be made in cash at the time of booking and this will be refunded/forfeited, as the case may be, subject to para 4 below.
4. Sanctity of the Temple shall be strictly maintained and any loss, breakages or other damage will not be condoned and the Security Deposit shall be forfeited in such cases. The amount of loss/ damage will not be determined by the Management whose decision shall be final. If the Security Deposit is insufficient to cover the loss/ damage the balance amount shall be paid by the user within 3 days. It is incumbent on the booking party to ensure that cleanliness and tidiness are observed.
5. Rs.100/- will be charged from the booking party (if cooking is involved and food is served to the guests) towards the cleaning of the premises after the function.
6. The Samithi has a panel of caterers. The services of one of these could be used by the parties booking the premises if cooking is involved. No outside caterer who is not registered with the Samithi and not included in the catering panel shall be engaged.
7. Non-vegetarian foods of any kind shall not be cooked or served within the Temple premises
8. Alcoholic beverages shall not be served or consumed within the Temple premises
9. Smoking is strictly prohibited within the Temple premises
10. Paan shall not be served inside the Temple premises
11. Any Tent/Shamiana to be erected in the premises for the function shall be through the tent house approved by the Management and in the specifically allotted place/ premises of the Temple.
12. Foot – wears (shoes/ chappals) shall not be allowed to be worn or carried in the Temple premises and have to be deposited in the stand specifically provided for. The Management is in no way responsible for the loss of footwear kept outside/ near the Temple gate.
13. Use of Camera/ Video Camera inside the Chuttambalam and taking photographs of the deity and Sreekoovil are strictly prohibited. For taking photographs/ Video etc. of the function, a special pass is to be obtained from the Temple counter.
14. Flower beds and lawns shall not be trampled upon or damaged.
15. The applicant is required to bring all the necessary materials for the function/ ceremony.
16. No Homakundam/ Havan will be allowed to be lit in the Mandapam.
17. Bookings shall be valid only after the approval of the Secretary or an authorised office bearer of the Samithi.
18. It will be the responsibility of the booking party to ensure that the members of his/ her party religiously follow the terms and conditions and anybody found flouting them is liable to be removed from the Temple premises.
19. In case of any dispute, the decision of the Management shall be final.
20. Parties are required to sign the terms and conditions at the time of booking
21. PA and all electrical equipments provided by the Samithi in the Sabari Mandapam shall only be operated by the staff of the Samithi
22. The Sabari Mandapam will be available for two sessions for which the timings are as under:
 - a) For functions/ ceremonies conducted during morning hours - 5.30 a.m. to 3.30 p.m.
 - b) For cultural programmes - 4.00 p.m. to 10.30 p.m.
23. Six seats, two each in the 1st, 2nd and 3rd rows in the Sabari Mandapam are reserved for the Management during cultural programmes. These seats shall not be occupied by the booking party or others.
24. The Management of the Samithi reserves the right to cancel the allotment without assigning any reason. No damage and / or compensation shall be claimed by the user or any other persons for such cancellation what-so-ever.