

Photo
(Bride)

AYYAPPA SEWA SAMITHI (REGD)

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

APPLICATION FOR BOOKING MARRIAGE

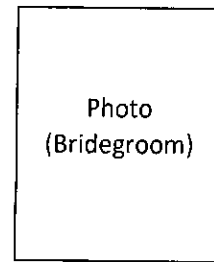


Photo
(Bridegroom)

I, _____ R/o _____
_____ desire to conduct the marriage of my
_____ (relation) in the temple premises. I agree to the terms and conditions of the
Ayyappa Sewa Samithi (attached) in this regard and furnish the required details hereunder:-

I PARTICULARS OF BRIDE AND BRIDEGROOM			
a)	Name in full (in Capital)	BRIDE	BRIDEGROOM
b)	Age & Date of Birth (with proof Star		
c)	Present Address With phone No.		
d)	Permanent Address With phone No.		
e)	Father's Name		
f)	Mother's Name		
II DETAILS OF OTHER RELEVANT INFORMATION			
a)	Date & Time of Marriage (A copy of the invitation card should be sent in due course		
b)	No. of Guests expected		
III EXTRA FACILITIES REQUIRED			
a)	Hall (Shabari Mandapam)	b)	Basement
c)	Kitchen	d)	Panel Caterer
e)	Table & Chairs	f)	Thalam
g)	Jaimala Chairs (Two)	h)	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 marriage 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 marriage donation and Rs. _____ for using extra facilities, if any, and security.

NEW DELHI/DATE

(SIGNATURE OF APPLICANT)
(RELATIONSHIP WITH THE BRIDE/BRIDEGROOM)

- Note: 1. During Shivali time no marriage can be conducted in the Nadasala
2. Attested photo copy of the birth/matriculation certificates and one passport size photograph each of the Bride and Bridegroom should be furnished along with the application.

Manager

Office Bearer

**TERMS & 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 ETC**

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 - 110022. Persons desirous of using these premises are required to sign one copy of these terms & 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. The marriage and other ceremonies will be conducted in the temple precincts as earmarked by the Management.
3. During Shivel time no marriage will be conducted in the "Nadasala" to avoid obstruction of Shivel rites.
4. Donation for booking shall be made in cash and receipt obtained from the Manager of the Temple after approval of the Secretary—
5. In addition to 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 7 below.
6. 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 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.
7. Rs. 100/- will be charged from the booking party towards the cleaning of the premises after the function.
8. 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.
9. 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 Temple.
10. 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. Management is in no way responsible for the loss of footwear kept outside / near the Temple gate.
11. Use of Camera / Video Camera inside the Chuttambalam and taking of photographs of the deity are strictly prohibited. For taking photographs / Video etc. of the function, a special pass is to be taken from the Temple counter.
12. Flower beds and lawns should not be trampled upon or damaged.
13. Non-vegetarian foods of any kind shall not be cooked or served within the Temple premises.
14. Alcoholic beverages shall not be served or consumed within the Temple premises.
15. Smoking is strictly prohibited within the Temple premises.
16. Paan shall not be served inside the Temple premises.
17. The applicant is required to bring all the necessary material for the wedding viz garland etc. and also arrange to conduct the marriage. If any assistance is required to solemnise the marriage, it has to be specifically requested for in the application.
18. No Homakundam / Havan will be allowed to be lit in the Mandapam.
19. Booking shall be valid only after the approval of the Secretary / or an authorised office bearer of the Samithi.
20. No marriage certificate will be provided by the Samithi. However, a certificate to the effect that the marriage has been solemnised at the temple will be issued on specific written request from the party.
21. The Thattu with Kettu Thali will be returned after the puja along with the lamp to light the Nilavilakku, if it is given for puja before Uchapuja. In other words Thali puja will be performed before Uchapuja.
22. 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 any body found flouting them is liable to be removed from the Temple premises.
23. In case of any dispute the decision of the Management shall be final.
24. Parties are required to sign the terms and conditions at the time of booking.
25. PA equipment and electrical equipment provided by the Samithi in the Sabari Mandapam shall only be operated by the staff of the Samithi.

26. The Sabari Mandapam will be available for two sessions for which the timings are as under :
- | | | |
|----|-------------------------|-------------------------|
| a) | For marriages | 5.30 a.m. to 3.30 p.m. |
| b) | For cultural programmes | 4.00 p.m. to 10.30 p.m. |
27. The Management reserves the right to cancel allotment at any time without assigning any reason. No damage and / or compensation shall be claimed by the user or any other persons for such cancellation whatsoever.
28. No programme will be allowed on sale of tickets.
29. Seating capacity of the hall is 500 (250 main hall & 250 in the balcony). This capacity shall not be exceeded at any time.
30. No booking shall be considered as confirmed without the Management's written communication.
31. Donation for use of Temple premises and various articles are to be made as per list available at the Counter of the Temple.
32. 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 |
33. 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.
34. 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, and 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 person(s) or materials within the premises of the Auditorium, foyers, green room etc. if the same is considered undesirable in public interest.
 - No space meant for 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 is strictly maintained by the user and he is responsible to instruct his guests to main the same.
 - After the marriage, the newly married couple shall not enter the Chuttambalam on that day.

Signature of Applicant
Date :