



The Hindu Temple of Greater Tulsa

P.O. Box 691771, Tulsa, OK 74169

Facility Booking Form

[Tax ID 73-1527471 (Sec:501c-3)]

Your Information

Your Name: _____

- Individual
 Organization

Are you a current HTGT Member / Trustee ? Yes No

If Organization, Name of the Person Responsible: _____

Your Contact Information

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____ Email: _____

Facility Booking Information

Wish to Book: Community Hall HTGT Ground **Hall Booking w/ Pooja at Temple ?** Yes No

Reason for Booking the Facility: _____
(Please refer to our Service Fees list for more information)

Date Needed: _____ Time Needed: _____ AM PM **No. of Hour(s):** _____

Number of people expected to attend (including children) ? _____ (Not to exceed 250 for Community Hall)

Payment Information

	Community Hall			HTGT Ground	Total
	Member / Trustee	Non-Member	Deposit*		
4 Hours	<input type="checkbox"/> \$201	<input type="checkbox"/> \$251	<input type="checkbox"/> \$50	To book HTGT Ground please contact HTGT Office Manager at 918-438-3850 or sending email to info@htgt.org	
2 Hours w/ Pooja	<input type="checkbox"/> \$101	<input type="checkbox"/> \$151	<input type="checkbox"/> \$50		
Each Additional Hour	<input type="checkbox"/> \$50	<input type="checkbox"/> \$50	-		

Payment: Please make your check payable to "HTGT" and mail it to P.O. Box 691771, Tulsa, OK 74169. All payments should be made atleast 30 days prior to the date needed either by cash, check or credit card. You shall confirm the date by contacting HTGT Office Manager at 918-438-3850 or sending email to info@htgt.org

Total: _____

I will pay by: Cash / Check **Check Number:** _____ **Date:** _____

I will pay by Credit Card: VISA MASTER **Card No.:** _____ **Exp.Date:** _____

Name on the Card: _____ **Billing Address:** _____

*Deposit: A separate check of \$50 for clean up shall be included with this form. This amount will be refunded subject to satisfactory clean up after the event.

Cancellation: Cancellations with less than two weeks notice will be subject to a \$100 charge. You must call HTGT Office Manager at 918-438-3850 for all cancellations.

Terms and Conditions

- Not to sell or advertise anything on temple premises or property without prior written approval from HTGT Management.
- To be responsible and pay for all damages to HTGT property, during my use. Kitchen facilities shall be used for warming purposes only. No cooking allowed inside the building.
- To be responsible to the damages or loss, if any, to any personal items and property, brought on the temple premises, and not make any claims for the same against the temple.
- To be responsible for any personal injuries to anyone in my group and not make any claims against the temple.
- Not to bring any alcoholic beverages, meat, seafood, eggs or any food items containing those ingredients on the temple premises.
- Not to allow anyone in my group to drink, smoke, bring pets, bring fireworks, and/or create open fires on the temple premises.
- Not to allow any food distribution or eating in the Main Prayer Hall.
- To leave the temple premises and facilities clean, put the trash out, clean beverage spills/ food on the tables, chairs and floor, clean the kitchen, sink and pots used and put the furniture as it was before. Turn all the lights off and make sure to lock the building before leaving the premises.
- Not to use the facility for any other purposes than stated above and not to share its use with (sub rent) any other group. I understand if I do so, I will have to pay twice the amount of actual charges.
- To abide by the HTGT rules and regulations. Use of nails etc. that would damage the walls, doors, ceiling etc. for decorations purpose is strictly not allowed.

I have read and agreed to the above terms and conditions. I will be responsible for any charges from HTGT for any non-compliances.

Signature

Date

Phone: 918-438-3850

Email: info@htgt.org

Website: www.htgt.org

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