

# ICCT Facility Rental Agreement

12005 Hwy. 64, Eads TN 38028

Ph: (901) 202-6070 [icct@icctmemphis.org](mailto:icct@icctmemphis.org) [www.icctmemphis.org](http://www.icctmemphis.org)



Agreement# **2018-01.1001**

1 The ICCT and the following parties agree to this facility rental agreement:

Name of Person/Group Booking Event: **Dr. Sangeeta Purohit**

Event Name: **Upanayanam for Sahil Purohit**

Contact Information: **601-955-3199, [drspurohit@yahoo.com](mailto:drspurohit@yahoo.com)**

2 Facility rental terms and conditions:

- A non-refundable deposit is required for all rentals and due upon accepting this agreement.
- The total fees is due at least a day before the event so the venue rental is reserved as planned.
- No cancellations are allowed within 48 hours of the event after which the full fee is charged.
- All damages will be charged back to the party that is renting the facility (ex. Damage to the physical structures, nails, screws, adhesive tapes, spills, and carpet damage).
- The renting party will source appropriate help for the facility setup (tables, chairs, decoration, etc) and take down the same after the event.
- All garbage bins should be emptied and trash is disposed appropriately.
- The party that is renting will assume all liabilities during the facility rental period as stated below. ICCT assumes no liabilities due to slippage or falls or accidents.
- Please follow the standard parking rules on the grounds.

3 As per this agreement, the renting party is agreeing to the following facilities and fees:

Facility	Date	Time	Description	Total Fee
Cultural Center-Both Dining Halls	2018-07-28	17:00 to 20:00	Pre-event preparation	\$800
MCP	2018-07-29	07:00 to 18:00	Upanayanam	\$2,5000
Cultural Center-Both Dining Halls	2018-07-29	07:00 to 18:00	Upanayanam-Breakfast, Lunch	\$900
Total Amount Due				\$4,200
Non-refundable deposit of 10%				\$420
Amount due by the day before the event				\$3,780

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## 4 The following items are included in the rental:

Yagnasala for Homam	2018-07-29	2 hours	Upanayana Homam	Included in the facility rental
MCP	2018-07-28	17:00 to 20:00	Pre-event preparation	No Charge
Priest	2018-07-29	08:00 to 16:00	Upanayanam Ceremony	1 priest is Included in the facility rental
300 Chairs	2018-07-29	07:00 to 18:00	Chairs in MCP and Dining Halls	Included in the facility rental
40 Tables	2018-07-29	07:00 to 18:00	Tables in MCP and Dining Halls	Included in the facility rental
Sound System and Power Point	2018-07-29	07:00 to 18:00	Audio 2 microphones and TV monitors with the video connection	Included in the rental

## 5 Additional charges if required:

2 <sup>nd</sup> Priest <Senior>	Upanayanam Ceremony	\$300
2 <sup>nd</sup> Priest <Junior>	Upanayanam Ceremony	\$200

Please sign below and send the signed copy back for our records:

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Dr. Sangeeta Purohit, Renting Party