



Indo-American Cultural and Religious Foundation of Arizona

Registered Non-Profit Organization 501 (C)(3)

P. O. Box 35275, Phoenix, AZ 85069

Contact: Edgar Calderon (480) 420-4722

Pankaj Poddar (602) 515-2100

Email: indoamericanreceptionhall@gmail.com

HALL USAGE GUIDELINES AND FEE SCHEDULES

Thank you for your interest to reserve the Indo-American Reception Hall

2809 W. Maryland Avenue, Phoenix, AZ 85017

- Most reservations should be placed a minimum of 60 days in advance.
- Please review carefully to ensure that the needs of your event can be accommodated
- Hours of usage: 9am – midnight; inclusive of event setup and pull down
- **Reception Hall Information:**
 - 8,000 square feet
 - Capacity 400 people maximum (banquet seating)
- **Equipment available onsite:**
 - 350 chairs, 42 round tables
 - Video System: 2 TV screens, 1 projector, Client must bring own laptop
 - Audio System

SAFETY & REGULATIONS

- Client will uphold safety standards for workers, patrons, and the general public. This encompasses ensuring the safe operation of all equipment, materials, and related items
- Staff may stop hazardous activities or the use of any tool / equipment which is deemed unsafe
- IACRF retains the authority to remove any disruptive individuals from its premises. Neither the Foundation nor its employees bear responsibility for any resulting damages from such actions
- While we take meticulous care to ensure the safety of our premises, it's challenging for our staff to distinguish between genuine guests and unauthorized individuals at events. We strongly advise guests to securely store all belongings, valuables, and cash in their vehicles. Management cannot be held responsible for any loss or damage resulting from theft or misplacement of cash and valuables

INSURANCE

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ALCOHOLIC BEVERAGES / SMOKING

- Reception hall does not serve any alcohol
- All drinks must be served ONLY by a bartender approved by Reception Hall Staff
- Client is responsible for making arrangements for bartender
- Client is accountable for your guest's consumption of alcohol and conduct. Please be responsible and respectful of the property
- Off-duty Phoenix Police officers and/or private security may be required for some events when alcohol is served
- Smoking is only allowed in the designated smoking area outside

SETUP

- Audio & Video system is available for use with prior request at nominal charge. If Reception Hall staff or Technician needed to setup/operate it, it will cost as per application form
- Kitchen is available to use for basic food setup & reheating (IACRF not responsible for any loss/damage due to malfunction of any equipment). Prior permission required for cooking. \$500/day will be charged in case of violation
- Additional hours may be charged at prevailing rate & must be approved by IACRF in advance
- Tables & Chairs available for free use and must be stacked back in original place
- Tables may not be moved without the permission of Reception Hall staff prior to the event
- Kitchen equipment may not be moved without the permission of Reception Hall staff prior to the event. All Cooking including vendors must be done in the kitchen unless permitted by the Reception Hall staff
- All setup must be completed 30 minutes prior to event start time
- Loading and unloading of equipment, catering, and other items must be approved by Foundation Staff
- All deliveries/pick up of supplies must be made during the specific hours of the reservation. Client is responsible to be on site during the deliveries / pickup
- Clients may only use ladders with a maximum of three steps for decorating purposes. If approved decor requires a taller staging location, a written request must be submitted at least 30 days before the event. A labor charge will be applied based on the quoted rate for this service.

DECORATIONS

- Candles must be placed in holders designed to contain wax drips. Guests are responsible for lighting the candles. Candles are not permitted in the bathrooms. Centerpieces may include real flowers, but artificial petals must be used on table linens. Hanging decorations from walls or ceilings is not allowed
- The following items are prohibited in decorating and may NOT be used on the property: nails, screws, tacks, staples, tape, glitter, confetti, sand, rice, and birdseed
- All decorations and flowers must be removed by the end of the use period
- You may not use the services of Reception Hall's staff for loading and unloading of goods and material to be used in a function
- Bubbles, only fake rose petals, and wedding sparklers are allowed but used must be over 25 inches long. (All sparklers are to be picked up and placed in a container) NO sparklers are to be used if it is raining. NO sparklers will be used on the patio. Only cold sparklers allowed with prior permission
- All personal items and decorations must be removed at the conclusion of the event. Reception Hall is not responsible for items left, lost, or stolen
- Only free-standing decorations are permitted both indoors and outdoors on the property
- Prohibited Items: Propane Gas Tanks, Monogram or SLPS Dance Floor, Pets (Only service animals)
- IACRF utensils are NOT Allowed to cook non-vegetarian food
- Donor wall should NOT be covered

DAMAGES

- Damage or vandalism to property that occurs during the hall usage time period, by any member attending the client event including vendors, is the sole responsibility of the client.
- Damage or vandalism will be shown to the client before repairs are made however the Reception Hall has sole discretion of who performs the repairs (contractor) or replacement products and all fees incurred will be the financial responsibility of the client.
- Any damages to the property will be deducted from deposit at IACRF discretion. If damages exceed the deposit, client is responsible for remaining balance.
- Client agrees to hold IACRF harmless for any damages (legal or others) for the use of the facility.

USE FEES, DEPOSITS AND CANCELLATIONS

Refundable Security Deposit	Required upon application Reimbursed within 15 days following the event No refund for cancellations made within 60 days.
Total Hall Usage Fees	Payment is required either 60 days before the event or at the time of booking if it's within 60 days.
Rescheduling	The deposit will be applied to a future event date if rescheduled within 90 days of the original scheduled date, subject to a \$250 rescheduling fee.
Cancellation	No refunds will be issued for cancellations made within 60 days of the event date.
Hall Reservation	Reservation for a date is possible without a deposit, and the application remains valid for a maximum of 3 calendar days.

Full Day	Fee Amount	Member Discount	Trustee Discount
Monday – Thursday (Except Holidays)	\$2500	30%	50%
Friday, Sunday and Holidays	\$3500		
Saturday	\$4500		

**Hourly usage available for bookings within 30 days and minimum 3 hours of use, \$500 per hour

Sister Organization Use Fee	
Sunday – Friday (No Saturdays)	\$500 flat fee for ONE Day per year
Sunday – Saturday (All Days)	50% discount on Full Usage Fee – Second Day onwards

Sister Organization (Non-Profits):

- A minimum of 10% of the members within Sister organizations should also hold membership within IACRF. Alternatively, for the validity period of five years, at least two Trustees of IACRF must maintain membership within the sister organization for a duration exceeding one year.
- Sister organizations are eligible to sponsor two new members each year, enabling them to attain the status of IACRF life members solely for that specific year. Alternatively, qualification as a sister organization for the year is permissible upon donation of \$2500 or more within the given year. It is imperative that Sister organizations acknowledge the generosity of IACRF at their events.



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HALL USE APPLICATION FORM

CONTACT DETAILS

Contact Name:	Organization:
Cell Phone:	Work/Home Phone:
Street Address:	
City / State / Zip:	
Email:	
Driver's License #:	State & Expiry:

EVENT / RESERVATION DETAILS

Event Name:	Event Dates: (From/To):							
Start / End Time:	Total Hours:							
Days of Use (Circle Option):	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Expected Number of Guests:								
Purpose (Circle Option):	Wedding/Reception	Anniversary	Birthday	Fundraiser				
	Religious	Cultural	Quinceanera					
	Other (Specify):							
Event For (Circle Option):	Self/Spouse	Children/Parent(s)	Friend/Relative	Business	Non-Profit			
Alcohol Served?	Yes	No	If Yes, Start At:		End At:			
Facilities Used (Circle All):	Hall	Courtyard	Kitchen(cooking)	Kitchen(serving)	Audio/Video			
Number of Chairs Required:	Number of Tables Required:							
Will there be Open Fire Pit in the Hall (allowed for Religious ceremonies only):							Yes	No
Are you a Sister Organization:	Yes	No	NA					
Sister Organization Paperwork on file:	Yes	No	NA					
Is Event Invitation Restricted:	Yes	No						
Is Entry Fee Charged for Event:	Yes	No						

Application (CONTINUED)

Amount to be sent along with Application Form (At Least 60 Days Prior to Event)

	Select	Rate	Comments
Hall Deposit		\$ 1500 per use	
Hall Use Fee		\$	
Cleaning charges		\$ 400 per use	+\$150/day for additional days. Cleaning is FREE for non-discounted fee
Audio & Video System		\$ 350 per use	+\$100/day for additional days
Set up (Tables/Chairs)		\$250	
Audio & Video Operator (If opted, max 2 hours)		\$ 100 per use	
Cooking at Kitchen		\$ 400 per use	+\$150/day for additional days
Extra Hours (event day)		\$ 100 / hour	
Security Service		\$	
Service Package		\$	
Total		\$	

Note:

- Payment must be in the form of Cashiers check from Bank/Credit Union or Money orders. Cash not accepted.
- Get receipt from Custodian / Person In-Charge for all deposits & fees paid
- 3% extra payment fees will be charged for payments through debit/credit card

APPLICATION PROCESSING

Please send the completed application via **Email** to indoamericanreceptionhall@gmail.com

OR **In person to:** IACRF 2809 W. Maryland Avenue, Phoenix, AZ 85017

Incomplete Application or Application not accompanied by Hall Deposit will not be accepted

FOR OFFICIAL USE ONLY	
Application Received By:	Date:
Event Approved By:	Date:

Event Transaction flow & Change history

This table must be kept up to date with each change for the event, including deposit, date change, package change etc. both parties should sign each item. Print additional sheet if current table is exhausted

Item / Change description	Date	Amount (Check #)	Client Initials	Custodian Initials
Hall Deposit				
Hall Use Fee				