



[www.gcanashville.org](http://www.gcanashville.org)

## FACILITY RENTAL AGREEMENT

### TERMS AND CONDITIONS:

1. As per policy, GCA STRICTLY PROHIBITS the use of ALCOHOL, TOBACCO, MEAT, and possession of FIREARMS on its premises. Failure to abide will result in immediate termination of this rental agreement, future rentals and forfeiture of Security Deposit.
2. Renter MUST ABIDE to Metro Nashville/Davidson County Noise Ordinance which is APPLICABLE and ENFORCED after 11:00pm.
3. Voting Members have first right to rent the facility over Non-Voting Members, therefore, a notice will be sent to Voting Members immediately following the booking by a Non-Voting Member giving them 7 days to respond.
4. Voting Member rental strictly for GCA Voting Member on record.
5. Voting Members will be allowed to use the facility for up to 4 hours for **Baby Shower set-up purposes ONLY**, the day before the event, at **NO ADDITIONAL COST**.
6. Voting Members renting the facility for 3 or more days ONLY, on any given event, are allowed to use the kitchen for up to 4 hours, the morning following the last rental day, for tea and snacks for the family renting the facility.
7. Facility and its' contents are rented on a "as is" basis and hold GCA harmless and indemnify same for any malfunctions, accidents, acts of god, and unforeseen circumstances.
8. GCA is **NOT** responsible for loss of any personal property while on GCA premises.
9. Renter is responsible for all losses or damages to the facility and contents.
10. All rental deposits are non-refundable unless approved by Executive Committee or Board.
11. Facility must be returned in the same clean condition as was provided to the Renter to avoid additional charges by the GCA.
12. Facility rental is **NOT** confirmed until deposit is received and approved.
13. GCA is **NOT** responsible for contracting or arranging for hired help/contract workers (table/chair arrangements, servers, etc.) or cleaning any area of the facility during private events. Adequate cleaning personnel shall be available on the property based on the following:
  - 100 people or less - 2 Cleaning personnel
  - Up to 300 people - 3 Cleaning personnel
  - Each additional 100 people – Add 1 Cleaning personnel
14. GCA Custodian is **NOT** responsible for monitoring hired help/contract workers during private events.
15. **If so contracted**, proper communication **MUST** be made directly between the Cook(s), Hall Coordinator, and Rental Party to detail the final cooking schedule and work delegation. If GCA Custodian is **NOT** hired to cater food, then a "**Custodian Fee**", for each day, will be applied to anyone renting the GCA facility.

*4418 Lebanon Pike, Hermitage TN. 37076*

- 16. Renter shall **NOT** negotiate or discuss the pricing for contract food services with the GCA Custodian
- 17. A qualified technician is **REQUIRED** to operate the PA Sound System and/or Video Equipment and any cost of Technician to be paid by the Renter.
- 18. Renter accepts terms, conditions and liability for use.
- 19. A **Refundable Damage Deposit** of \$1,001 is **required by ALL Non-Voting Members**; refundable after complete inspection by Hall Coordinator.
- 20. Parking at the Shute Lane property is **NOT** allowed unless if otherwise permitted by the GCA at the discretion of the Executive Committee.

**PAYMENT TERMS:**

A 50% rental deposit required from Voting Member and 100% required by Non-Voting Member at time of booking the facility; Estimated balance is due 7 days prior to Event; FINAL remaining balance due after Event. **FACILITY RENTAL IS NOT CONFIRMED WITHOUT DEPOSIT.**

<p><i>Revised 02.20.2020</i></p> <p><b>For Office Use Only: Gujarat Cultural Association</b></p> <p><b>Hall Coordinator Name:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> _____</p> <p><b>Payment Received:</b> _____</p> <p><i>Notes:</i></p>	<p><b>Acceptance of Proposal</b> - I hereby accept the terms, conditions and fees set forth on this GCA Rental Fee Schedule and Facility Rental Agreement.</p> <p><b>Renter Name &amp; Address:</b> _____          _____          _____</p> <p><b>Purpose of Event:</b> _____</p> <p><b>Date(s) of Event:</b> _____</p> <p><b>Renter Signature:</b> _____</p> <p><b>Renter Phone:</b> _____</p> <p><b>Renter Email:</b> _____</p> <p><b>Date:</b> _____</p>
---	---

# GUJARAT CULTURAL ASSOCIATION

## HALL RENTAL FEE SCHEDULE

*Visit us online at: [www.gcanashville.org](http://www.gcanashville.org)*

Section	RENTAL	DINING HALL	KITCHEN AREA	VOTING MEMBER RENTAL	Check "X" ▼	NON - VOTING RENTAL	Check "X" ▼
<b>A</b>	<u><b>Large Auditorium Hall</b></u>						
	1 Day Rental	Y	Y	\$2,501		\$5,501	
	2 Day Rental	Y	Y	\$3,501		\$7,001	
	3 Day Rental	Y	Y	\$4,251		\$8,001	
	Use of Kitchen and Dining <u>ONLY</u> prior to event for food preparation etc. is \$701 PER DAY						
<b>B</b>	<u><b>Religious Occassions</b></u>						
	Individuals/Family (BHAJAN ONLY)	Y	Y	\$501		\$1,501	
<b>C</b>	<u><b>Dining Hall Area ONLY</b></u>						
	1 Day Rental ONLY for Kankotri, B'Day, B'Shower, Anniversary, Sports Tournament	Y	Y	\$1,001		\$2,501	
	Weddings and Reception Party NOT PERMITTED in Dining Hall; Voting Member ONLY - Up to 4 hrs use day prior, for B'Shower set-up ONLY, at NO CHARGE						
<b>D</b>	<u><b>Mandatory Fees &amp; Dues for all Rentals</b></u>						
	Small Dumpster ( less than 300ppl)			\$125		\$200	
	Large Dumpster (more than 300ppl)			\$525		\$650	
	Rectangular Table			None		\$5/event	
	Round Table			None		\$10/event	
	Dining in Main Auditorium Hall			\$2,001		\$3,501	
	POTS & PANS outside GCA premises			\$501/ less than 250 ppl		NA	
	POTS & PANS outside GCA premises			\$1001/more than 250 ppl		NA	
	Custodian Food Services (ON GCA PREMISES)			See Hall Coordinator		See Hall Coordinator	
	Custodian Fee (IF NOT HIRED TO CATER FOOD)			\$100 Per Day		\$100 Per Day	
	Video Equipment Use (TECH FEES Paid by RENTER)			\$1,000 Per Event		\$1,500 Per Event	
<b>TOTAL</b>				TTL:		TTL:	
<p><b>Payment terms are as follows:</b></p> <p>A DEPOSIT OF 50% BY VOTING MEMBERS &amp; 100% BY NON-VOTING MEMBERS IS DUE AT TIME OF BOOKING THE FACILITY; ESTIMATED BALANCE DUE 7 DAYS PRIOR TO EVENT; FINAL REMAINING BALANCE DUE AFTER EVENT. \$1,001 REFUNDABLE DAMAGE DEPOSIT REQUIRED BY ALL NON-VOTING MEMBERS AT TIME OF BOOKING.</p>							
<p><b>Office Notes:</b></p> <p>Approved by: _____</p> <p>Date Approved: _____</p>				<p><b>Acceptance:</b></p> <p>I/We (Renter) hereby accept the terms and conditions set forth on this GCA Rental Fee Schedule and agree to the Payment Terms.</p> <p>Signature of Renter: _____</p> <p>Print Name of Renter: _____</p> <p>Phone of Renter: _____</p> <p>Email of Renter: _____</p> <p>Date: _____</p>			

**Contact:**  
 Atul Kapadia - Hall Coordinator  
 600 Ermac Drive, Nashville, TN. 37214  
 Cell: 615-482-3145  
 Fax: 615-889-0484  
 Email: atul3233@gmail.com

**Contact:**  
 Shashikant Patel  
 4144 Lebanon Pike, Hermitage TN 37076  
 Cell: 615-995-9262  
 Fax: 615-410-2526