

India Culture Centre (ICC) Building Rental Information

Rental Policies and Procedures:

All events held at the India Cultural Centre (ICC) must be conducted in an orderly manner and in full compliance with applicable laws, regulations and county / town codes.

Liability:

The client is liable for any damages to equipment and/or facilities of the India Cultural Centre due to negligence of the client and/or guests. The ICC does not warrant the use or performance of its equipment.

Staff:

An Event Coordinator will work closely with the client to assist with arrangements of the event. The ICC does not provide an audio / visual technician; however, operating usage instructions for the audio / visual system are provided and must be adhered to.

Deposit Fee:

A deposit fee of \$100 (check only) is required to confirm your date of reservation. The ICC hall will not be reserved without the receipt of deposit. This amount will be deducted from your balance due.

Security Deposit:

Additionally, a security deposit fee of \$100 is required seven (7) days prior to the event date and is payable by check only; credit cards are not accepted. The security deposit will be refunded whole or in part thirty (30) days after the event, as outlined in the cancellation procedures, provided all contractual obligations were met.

Payment:

Full payment, as indicated in the contract, is due seven (7) days prior to the event date and may be made by check or money order. All costs associated with an event are the responsibility of the client.

Cancellation Policy:

All cancellation requests must be submitted in writing to the Event Coordinator at the ICC address. If cancellation of the event is confirmed thirty (30) days or less prior to the event, the rental fee is nonrefundable. Date of confirmation is when India Cultural Centre receives written notification of the cancellation request.

Event Time Extension:

If an extension of the contracted event time is required, prior permission must be obtained from an event coordinator.

Event Set-up:

The Centre can provide a limited number of 6' and 8' banquet tables, padded and folding chairs and platform staging. For an additional fee, setup for seating arrangement can be provided and must be arranged through one of the Event Coordinators.

Any and all equipment, food, flowers, etc. must be removed from the building immediately following the event. The ICC is not responsible or liable for any equipment left at the facility, or its disposal, after the end of the event.

The client must inform the ICC of a recommended room set-up at least two weeks prior to the event date to make sure that the Town of Vestal's, fire and electrical codes are met. The Event Coordinator will determine the location of all required fire lanes/exit paths for the event and will revise the event setup, if necessary, to comply with these requirements. Any event setup changes requested on the day of the event must be approved by the Event Coordinator.

Deliveries:

The Event Coordinator must be notified in advance of any deliveries associated with your event. Vendor information not provided may result in those vendors being denied building access. The caterer is responsible for providing all carts needed to move equipment to and from the event site. All deliveries must occur on the event date during the scheduled rental.

Catering:

The client is responsible for selection and use of a caterer. The client is responsible for providing all personnel, material, and equipment for the event. The client is also responsible for:

1. Setup and break-down of rental equipment and the kitchen preparation area
2. Maintaining event space including but not limited to, quickly cleaning up any food or drink spills during event
3. Clearing away equipment
4. Cleaning all preparation areas at the conclusion of event
5. Emptying trash cans into the dumpster throughout the event as needed.

Kitchen:

The ICC has a commercial kitchen available for an additional fee. All cooking supplies must be provided by the client. It is the client's responsibility to clean the counters, sinks, floors, oven and the stove top after the use of the kitchen facility.

Decorations:

All decorations must be freestanding and nothing can be attached to any walls or doors. Decorations, such as stickers of any kind are not permitted. Specific requests will be considered at the discretion of the Event Coordinator.

Fog and Smoke Machines:

Fog and smoke machines are not allowed in the ICC Building or on its premises.

Candles and oil Lamps:

All candles and oil lamps must be self-contained or drip less and must be approved prior to your event by an event coordinator.

Open Fire:

Fires are not allowed in the ICC Building.

Animals:

Animals are not allowed in the ICC Building or on its premises except for Guide dogs.

Storage:

The ICC does not provide storage facilities prior to or after any event.

Coat Check:

The ICC does not provide a coat check service or a coatroom. However, a coat rack with hangers is stationed in the vestibule and will be available for your event.

Parking:

The India Cultural Centre has a limited parking area. The client is responsible for making any valet parking arrangements and must notify ICC that such arrangements have been made two weeks prior to the event date. Parking attendants are recommended but not provided by the center. Disabled parking is available in front of the building; the ICC requests all other guests to park their vehicles in the main parking lot behind the main center.

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The ICC does not provide security for any event.

Smoking:

The ICC is a smoke-free facility and smoking is prohibited in all indoor/outdoor areas. The client is responsible for informing guests of the ICC's No Smoking policy. Failure of the client, their guests, or caterer to enforce the no-smoking policy will result in forfeiture of the client's security deposit.

Wedding Ceremony:

Rehearsal time is not included with the rental. Please discuss your request for rehearsal time with an Event Coordinator.

Entertainment, Music:

All entertainment, including music, must end by midnight. The client is responsible for ensuring that the band or disc jockey is aware of the end time and the limited electrical power available in the space rented for the event. The band or disc jockey must provide any necessary extension cords and cables, and all extension cords and cables must be taped down with non-residue tape to the satisfaction of the Event Coordinator. The use of Duct tape is not permitted.

Bars:

All bars serving alcoholic beverages must close thirty (30) minutes **prior** to the end of the event.

Event Hours:

The Client will have access to the building 2 hours prior to the start of the event for setup and 2 hours after the conclusion of the event for breakdown. All events will be scheduled to shut down by **12:00 midnight**.

Limitation on Liability:

In no event will India Cultural Centre be liable to you for any indirect, consequential, exemplary, incidental, special or punitive damages, including also lost profits, even if India Cultural Centre has been advised of the possibility of such damages.

Disputes

This site is controlled and operated by the India Cultural Centre Building Committee. If there is any dispute about or involving the Centre, by using the Centre, you agree that the dispute will be governed and construed by New York State law. In the event of a dispute arising out of or relating to these terms and conditions, or your use of or access to this facility, litigation must be brought in court in Vestal, New York without regard to its conflict of law provisions.

Indemnity

You agree to indemnify and hold the India Cultural Centre, Building Committee, Board of Trustees, Executive Committee, board members, trustees, independent contractors and employees, harmless from any loss, liability, claim or demand, including reasonable attorneys' fees, made by any third party due to or arising out of your use of the facility.

Disclaimers:

India Cultural Centre does not promise that the facility will be error-free, uninterrupted, nor that it will provide specific results from use of the facility. The Center is used on an "as-is" and "as available" basis. India Cultural Centre will always attempt to schedule maintenance, construction, lawn services and other disruptive duties during non-event days. India Cultural Centre disclaims all warranties, express or implied, including also any implied warranties of suitability for a particular purpose. India Cultural Centre will not be liable for any damages of any kind arising from the use of the facility, including without limitation, direct, indirect, incidental, and punitive and consequential damages.

India Cultural Centre disclaims any and all liability for the acts, omissions and conduct of any third parties, event planners and coordinators, vendors, contractors and/or guests. Without limiting the foregoing, you may report the misconduct of these service providers and/or product providers referenced on or included in the distributed media of the facility to the Coordinator. India Cultural Centre may investigate the claim and take appropriate action, in its sole discretion.

India Cultural Centre reserves the right to cancel and/or reschedule any event with reasonable cause.

SETTING UP FOR AN EVENT:

1. You must have a completed floor plan turned in to an ICC Event Coordinator no less than 2 weeks prior to your event. Set up of tables and chairs received late will be the responsibility of the client. Changes to the floor plan the day of the event are the responsibility of the client. ICC staff will not be present to rearrange set up.
2. Please do not stand on tables to screw. (Plan ahead and bring a step ladder).
3. Do not staple, tack, tape, glue, screw or nail anything to the walls. Damage to the facility will result in forfeiture of the security deposit.

CLEANING UP AFTER AN EVENT:

1. Remove all decorations from the hall.
2. Empty all trash cans and place ALL trash in plastic garbage bags. Plastic bags should be tied and placed in the dumpster outside. If the dumpster is full, you may set trash beside the dumpster on the ground.

PLEASE DO NOT LEAVE TRASH INSIDE THE BUILDING.

3. If the kitchen has been used, make sure everything is returned to its original order, including wiping counters, stove, sweeping floor, etc.
4. Please turn off all air conditioning.

IF EVERYTHING IS LEFT IN SATISFACTORY CONDITION, YOUR SECURITY DEPOSIT WILL BE RETURNED TO YOU APPROXIMATELY THIRTY (30) DAYS AFTER THE EVENT. SHOULD THERE BE ANY DAMAGES OR LOSSES INCURRED, THE RENTER SHALL BE LIABLE FOR COST OF REPAIR OR LOSS IN EXCESS OF THE SECURITY DEPOSIT AMOUNT AND WILL BE BILLED ACCORDINGLY FOR THE DIFFERENCE.

Client's Full Name

Client's Signature

Date

ICC Representative's Signature

Date