



Hindu Cultural Association

Est. 1991

Wales, U.K.

Charity no. 1002569

INDIA CENTRE, SANQUHAR STREET, SPLOTT, CARDIFF, CF24 2AA

www.indiacentre.co.uk

Hire Charges (Payable in full at time of Booking)

Hall Hire	£50/ hour (£35 for paid up HCA Members)
Kitchen Hire	£25/hour Minimum two hours (£20 for paid up HCA Members)
Technical Equipment Hire	£50 (no technical assistance.)
Caretaker	£10/hour
Cancellation Charges	25% of deposit (within 2 weeks of booking date) 50% of deposit (within 1 weeks of booking date)

Note: Full Money needs to be paid one week before the event to get admission on the day for hall hire. Please note that £100 as deposit has to be paid extra at the time of booking, which would be refundable next day if hall is left in good position. The tables, chairs should be cleaned and stacked in original position if used.

Terms and Conditions

HALL HIRE

1. Minimum hire period 3 hours.
2. Use of kitchen (Extra charges apply).
3. Additional one hour is granted free of charge for setting up and cleaning if hired more than 4 hours.
4. All programmes to end by 11PM.
5. Music must not be played too loud.
6. Technical equipment (microphone, sound system, etc.) is available for hire.
7. No Non-Vegetarian food (includes meat, fish and eggs) or alcohol to be served.
8. Between the hours of 12 pm and 6 pm and after 8.30 pm the caretaker will need to be engaged during the hall hire period for extra charge if needed.
9. Health and Safety guidelines to be adhered to.

USE OF KITCHEN

1. Includes use of kitchen utensils (not crockery or cutlery)
2. Outside caterers cannot use the kitchens.
3. Where cooking on the premises is required HCA cooks need to be engaged.
4. Heating of precooked food is allowed.
5. The kitchen cannot be hired out separately.