



Private Event Booking Form

Sikh Sabha of New Jersey (SSNJ) welcomes and thanks you and your family for choosing this Gurdwara Sahib for your event. To help you plan and conduct an event that addresses your needs and is respectful to the Gurdwara Sahib's protocol, SSNJ has developed the following guidelines for your convenience.

This form provides guidance on how programs are to be conducted at the Gurdwara Sahib and need to be adhered to. Any questions or concerns with any of these guidelines should be immediately discussed with SSNJ Gurdwara Management Committee. The SSNJ Gurdwara Management committee is ready to assist and wants to ensure your program is meaningful.

During the event if any issues are found by the management committee, Bhai Sahib, or a designated representative, they will have to be addressed immediately.

1. All Kirtan/Katha/Paath is performed in accordance to SGPC published Akal Takht Sikh Rehat Maryada. The SSNJ Gurdwara Management Committee urges you to schedule a meeting to take a tour of the facility and discuss your plans (including that of divan which includes details about ragis, katha vachaks, and/or guest speakers that will get stage time) for your event with the Management Committee. Initial _____
2. SSNJ strictly prohibits the use, consumption and/or possession of alcohol, tobacco, or controlled substances on the Gurdwara premises by host family, all invited guests, friends or relatives, and any service providers used by the family. Initial _____
3. Any behavior that is disrespectful towards the Sikh faith or traditions or the use of profanity is strictly prohibited. At all times on the Gurdwara premise, attendees must keep their heads covered. The wearing of shoes beyond the shoe room, and or designated areas, within the Gurdwara building is prohibited. Initial _____
4. You are allowed to decorate the premises, however those must be discussed with the Gurdwara Management Committee prior to decorating. You are required to discuss details of both when and where (i.e. outside railings, entrance, lobby, divan and or langar hall) at least 2 weeks prior to the event. Any decorations put on the Gurdwara premise without Gurdwara Management approval may be removed. Initial _____
5. SSNJ strictly prohibits throwing flower petals and/or confetti and lighting candles/diyas in the Gurdwara Sahib. Also, as a mark of respect we do not allow doing garland ceremonies in the divan hall. However, you can do those and pictures in the lobby or the Langar Hall. Initial _____
6. Snacks & meals will be the responsibility of the host family. Please advise if you will be preparing those at Gurdwara Sahib or will be catering them. Please advise the name and contact info of the caterer being used. Proper hygiene and health laws required of a commercial

kitchen shall be followed¹. All utensils, pots and pans & premises shall be cleaned after the use. All food & beverages should be without alcohol, eggs and meat. Also, as per food safety laws, food shall be labeled for any allergens (e.g. nuts, dairy & soy). Initial _____

a. Name and Phone for Caterer(s):

7. No eating/serving of food is allowed on tables & chairs in the Langar hall, with the exception for the elderly and disabled. _____
8. In compliance with health laws and our traditions, food/ Langar shall be served in hygienic way. If you plan to use Langar Hall to serve snacks and meals then only snacks may be self-served. Meals/langar shall not be self-served. Preferred way is to serve the langar in the pangat. If needed you can also set-up meals as cafeteria service style (i.e. buffet style setup on table(s) where food is served by sevadars/helper to guests. Sevadars/helpers shall wear gloves). No live station preparation or cooking in the langar hall. Sterno ("canned heat") food burners for keeping food warm are OK to use. Initial _____
9. Any tents being setup externally are the sole responsibility of the host family². However, you need to get approval from the Management Committee on location, size and its style. Otherwise, the use of the tent will not be permitted. All suppliers need to be made aware that no smoking or drinking is allowed on the Gurudwara Premises (including parking lots and outside grounds). Also, they should not have any tobacco, alcohol or other controlled substances on them while working inside the building. Initial _____
- a. Suggested list of tent suppliers who are familiar with our requirements.
- i. Ocean Tent & Party Rentals www.oceantents.com)
 - ii. Alan Party & Tent Rentals (www.alanpartyrentals.com)
 - iii. Adams Rentals (www.adamsrental.com)
10. If your event is expecting over 125 vehicles, you are recommended to arrange for security and assistance with parking. Please inform the Management Committee at least 2 weeks in advance and they will help arrange additional parking with our neighbors. Upon request, the Gurudwara Management Committee can facilitate communication with local police and Town of Lawrenceville regarding additional security. There will be an additional cost for arranging security which Management Committee will confirm. Initial _____
11. All Detailed costs are shown below and the host family agrees to these costs. Initial _____
- a. The SSNJ Management Committee can temporarily hold the date for your event for 7 days.

¹ Host family is responsible for all cost incurred for catering the event including any loss or injury associated with the event on the Gurudwara premises. Host family is also responsible for ensuring that all the allergens are identified for the guests to make an informed decision. Host family is encouraged to confirm that the caterer has adequate insurances to cover any injury to their employee and or guests during the event.

² Host family is responsible for all costs including any loss or injury attributes to the outdoor setup. Host family is encouraged to confirm that the tent/party supplies company has adequate insurances to cover any injury to their employee and or guests.

- b. **To confirm/finalize the date, a deposit of \$750.00 and completion of this form is required.** \$500 is applied towards the cost of holding the function at Gurdwara. \$250 is required for professional cleaning after the event. SSNJ will arrange the cleaning personnel. Please make check payable to SSNJ. Deposit will be refunded in case event is cancelled. Initial _____
- c. All decorations inside and outside (if any) have to be removed shortly after the event. This is the responsibility of the host family. Initial _____

Changes to Terms and Conditions.

SSNJ can at any time modify this Agreement with or without notice. Any changes will be shared with the host family if it is deemed that your event is impacted by the change. In cases where the change impacts this Agreement and your event, efforts will be made to resolve the conflicts. If both parties do not reach a mutual agreement following discussions, your event will stand canceled with immediate effect.

If the booking is continued following the modification, your acceptance of the modifications will be implied. Violations of guidelines and rules may lead to host family being restricted from holding future events.

Signing this document indicates that you have reviewed, acknowledged and accepted the above guidelines. The Gurdwara Management Committee expects that you, as the host family, will take on the responsibility to discuss these guidelines with your friends and relatives.

 Name of the Responsible Host Family Member
 Home Number: _____
 Cell Number: _____
 Email Address: _____

 Alternate Responsible Contact Name
 Home Number: _____
 Cell Number: _____
 Email Address: _____

Type of Event: _____

Ceremony Date: _____

Approx. Start Time: _____ End Time: _____

X _____
 Signature of the Responsible Host Family Member Signature Date

Receipt # _____ Date accepted _____ SSNJ Gurdwara Management Committee: