



## India Cultural Center Rental Information

Thank you for your interest in renting India Cultural Center for your event. Enclosed you will find the information you need to determine if our facility will meet your needs. This rental packet will include answers to the most commonly asked questions about renting ICC including pricing, policies, procedures and a rental agreement. Rental dates will be confirmed upon receipt of the agreement and deposit. If you have any further questions, please call us at 813-264-4638, or email [indiaculturalcenter@hotmail.com](mailto:indiaculturalcenter@hotmail.com).

### WHO WE ARE

Over the last 10 years, India Cultural Center has become one of the top locations for High School Proms, Business Expos, Weddings, Receptions and more. Our unique facility allows clients the opportunity to customize the décor specifically to their taste with minimal restrictions. In addition, the India Cultural Center is one of the few facilities that allow clients the freedom to select the caterer of their choice!

Built in 1996, India Cultural Center houses the Magnolia Ballroom, a 16,000 square foot hall complete with amenities such as a full theatrical stage, dressing rooms, in-house lighting, sound and projection systems. The addition of the Lotus Gallery in 2003 added 5,000 square feet of hall space to accommodate smaller events.

**India Cultural Center is a proud member of Tampa Bay's Bridal Association.**

### CAPACITY AND AMENITIES

#### MAGNOLIA BALLROOM

##### Seating Capacity

Theatre Style:	850
Buffet/Cocktail:	750
Seated Dinner:	650

##### Amenities:

- 16,000 sq ft of usable space
- Mezzanine overlooking main floor
- Large capacity seating
- Direct kitchen access
- Performance stage/dressing room
- Professional lighting & projection

#### LOTUS GALLERY

##### Seating Capacity

Theatre Style:	300
Buffet/Cocktail:	250
Seated Dinner:	200

##### Amenities:

- 5,000 sq ft of usable space
- Projector and retractable screen
- In house sound system & mics
- Portable platforms available

India Cultural Center and Hindu Religious Center

*A Center aimed to inspire purer, fuller and better life that 'Speaks of Love and Unity.'*

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## Rental Fees

The following table shows cost estimates for room rentals during the week and on weekends Sales tax not included.

### GENERAL RENTAL RATES AS OF NOVEMBER 1, 2006

Both Halls	Rental*	Mgmt Fee	Attendant	Kitchen	A/V	Security	Total
Mon - Thu	2500	125	200	350	125	250	3550
Friday	3500	125	200	350	125	250	4550
Saturday	4500	125	200	350	125	250	5550
Sunday	3000	125	200	350	125	250	4050
Magnolia	Rental*	Mgmt Fee	Attendant	Kitchen	A/V	Security	Total
Mon - Thu	2000	125	200	350	125	250	3050
Friday	3000	125	200	350	125	250	4050
Saturday	4000	125	200	350	125	250	5050
Sunday	2500	125	200	350	125	250	3550
Lotus	Rental*	Mgmt Fee	Attendant*	Kitchen*	A/V*	Security	Total
Mon - Thu	950	125	200	100	125	120	1870
Friday	1250	125	200	100	125	120	2170
Saturday	1750	125	200	100	125	120	2670
Sunday	950	125	200	100	125	120	1870

\*Restroom attendants are required for rental of Entire Building OR Magnolia Ballroom, but are optional for rental of Lotus Gallery only.

\*The Lotus Gallery rental does not include use of the main kitchen. If the Ballroom is NOT in use, you may upgrade to the larger kitchen for an additional charge. Please see an ICC representative for more information.

\*Audio Visual Equipment DOES NOT INCLUDE THE SERVICES OF AN APPROVED TECHNICIAN. Please see representative for a list of approved A/V Vendors. A/V equipment is included in the rental fee for the Magnolia Ballroom but is an OPTIONAL rental for Lotus Gallery rentals. Please see a representative for more information.



Below are the policies and procedures currently in effect for events held at India Cultural Center. Please contact the administrative office with any questions.

## Rental Policies and Procedures

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

**Not for Profit:** Any client seeking not-for-profit rates must qualify as a tax-exempt organization under Section 501 (c) 3 or other tax-exempt sections of the Internal Revenue Code and must submit a copy of current letter of exemption to the ICC administrative office.

**Insurance:** The client is required to purchase event insurance at the then prevailing rate\*. Certificates of Insurance must also be submitted to ICC by the client's, caterer, vendor(s) and/or vendor's agents, naming the India Cultural Center as additionally insured. At a minimum, the Certificate of Insurance must include, but not limited to, general and Dram Liquor liability at a minimum coverage of \$1,000,000; including evidence of automobile liability and workmen's compensation.

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

**Lighting:** Please contact our authorized technician to discuss lighting options.

**Staff:** An Event Liaison will work closely with the client to assist with arrangements of the event and will be present during event. The ICC does not provide a technician however, an authorized technician must be contracted in order to use the A/V systems. The ICC will provide restroom attendants and security guards for events as needed. The client is required to provide all necessary personnel as needed for its event.

**Damage Deposit:** A damage deposit as indicated in the rental agreement contract is required (30) days prior to the event date and is payable by check only. The damage 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.

**Deposit Fee:** A deposit fee of \$750 for Magnolia Ballroom or \$500 for Lotus Gallery is required to confirm your date reservation. A room will not be held without receipt of deposit. This amount will be deducted from your balance due.

**Payment:** Full payment, as indicated in the contract, is due thirty (30) 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. If cancellation of the event is confirmed ninety (90) days or less prior to event, the hold deposit is non-refundable. If cancellation of the event is confirmed thirty (30) days or less prior to the event, the rental fee is non-refundable. Date of confirmation is when India Cultural Center receives written notification of the cancellation request.



**Event Time Extension:** If an extension of the contracted event time is required it must be submitted in writing and arrangements must be made no less than two weeks prior to the event date and the additional fee of \$500 must be paid at that time. No extension of time is allowed or will be made the day of the event.

**Event Set-Up:** The Center can provide a limited number of 72", 60" and 48" round tables, 6' and 8' banquet tables, padded and folding chairs and platform staging. **The ICC will perform the setup for events when the floor plan is received no less than two weeks prior to an event.** 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 ICC's agents will setup and break down all center-owned equipment.

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 City of Tampa's, fire and electrical codes are met. The Event Liaison 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 Event Coordinator, however ICC staff **will not** be available to revise setup.

**Deliveries:** The event liaison must be notified in writing, including date and time of deliveries, two weeks in advance of all deliveries to the ICC, including but not limited to equipment, food, flowers, etc. for approval. 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 scheduled event load-in/load-out times through the loading dock and freight areas. Extended time is available for an additional fee.

**Caterer:** The client is responsible for selection and use of a caterer. If a caterer is not on the ICC's preferred list, the client is responsible for ensuring the proposed caterer submits proof of catering license issued by the City of Tampa or Hillsborough County, liquor license issued by Hillsborough County, training certificates for safe food handling and serving alcohol, general and Dram liquor liability insurance and any other information as required by the ICC and/or Hillsborough County for catered events.

All events held at the Center must be catered by a caterer licensed by the City of Tampa or Hillsborough County. Restaurants not holding a catering license, outside service agencies, or wait staff companies are not allowed to cater or staff events at the ICC except and unless a licensed caterer is hired by the client to coordinate and oversee the event.

The caterer is responsible for providing all personnel, material, and equipment for the event. The caterer is also responsible for (1) setup and break-down of rental equipment and the kitchen prep area, (2) maintaining event space including but not limited to, quickly cleaning up any food or drink spills during event (3) clearing away equipment and (4) cleaning all prep areas at the conclusion of event (5) emptying trash cans into the dumpster throughout the event as needed.

The use of butane or propane burners and stoves inside the ICC is permitted only in areas approved for cooking.



**Decorations:** Decorations, including but not limited to, balloons and stickers of any kind, bubble, fog and smoke machines, are not permitted in the ICC without prior approval. All decorations must be freestanding and nothing can be attached to any walls or doors and must be approved by an event liaison.

**Candles:** Use of votives and/or enclosed candles is allowed but must be approved prior to your event by an event coordinator.

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

**Coat Check:** The ICC does not provide coat check service, coatroom, coat racks or hangers.

**Parking:** The India Cultural Center has a limited concrete parking area with ample grassy area for overflow parking. 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.

**Security:** The ICC will provide security officers for all events expecting 300 guests or more. Coverage level is dependent upon the size of the event, location and hours. However, the ICC reserves the right, at its discretion, to require additional security and/or off-duty Hillsborough County Sheriff's at the client's expense, with the client's prior approval.

**Smoking:** The ICC is a smoke-free facility and smoking is prohibited in all indoor 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. Guest who are caught smoking inside the building will be asked to leave immediately, no exceptions.

**Wedding Ceremony:** Bridal dressing rooms are available for weddings occurring in the Magnolia Ballroom. Weddings in the Lotus Gallery may utilize the dressing rooms IF no event is scheduled in the Ballroom. Rehearsal time is not included with the rental. Please discuss your request for rehearsal time with an event liaison.

**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 Liaison. The use of Duct tape is not permitted.

**Bars:** All bars must close thirty (30) minutes **prior** to the end of the event.

**Event Hours:** Client will have access to the building 4 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 at **12:00am**.

#### **Limitation on Liability**

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



### **Disputes**

This site is controlled and operated by India Cultural Center Board of Trustees. If there is any dispute about or involving the Center, by using the Center, you agree that the dispute will be governed and construed by Florida 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 Tampa, Florida without regard to its conflict of law provisions.

### **Indemnity**

You agree to indemnify and hold India Cultural Center, 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 Center 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.

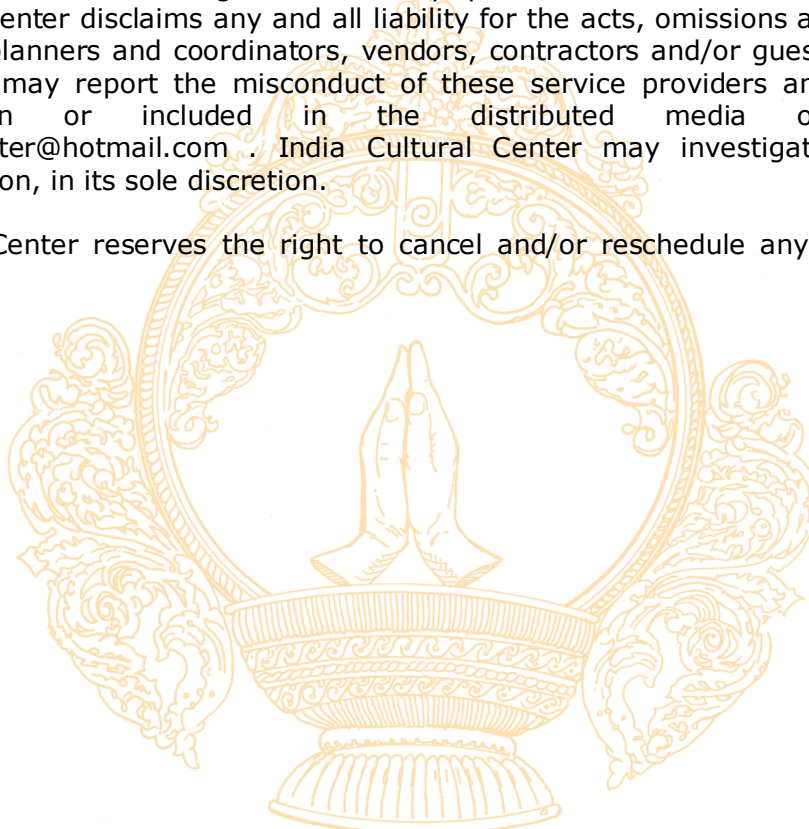
India Cultural Center will always attempt to schedule maintenance, construction, lawn services and other disruptive duties during non-event days. India Cultural Center disclaims all warranties, express or

implied, including also any implied warranties of suitability for a particular purpose. India Cultural Center 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 Center makes no guarantee of any specific result from use of the facility.

India Cultural Center 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 at [indiaculturalcenter@hotmail.com](mailto:indiaculturalcenter@hotmail.com). India Cultural Center may investigate the claim and take appropriate action, in its sole discretion.

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



India Cultural Center and Hindu Religious Center

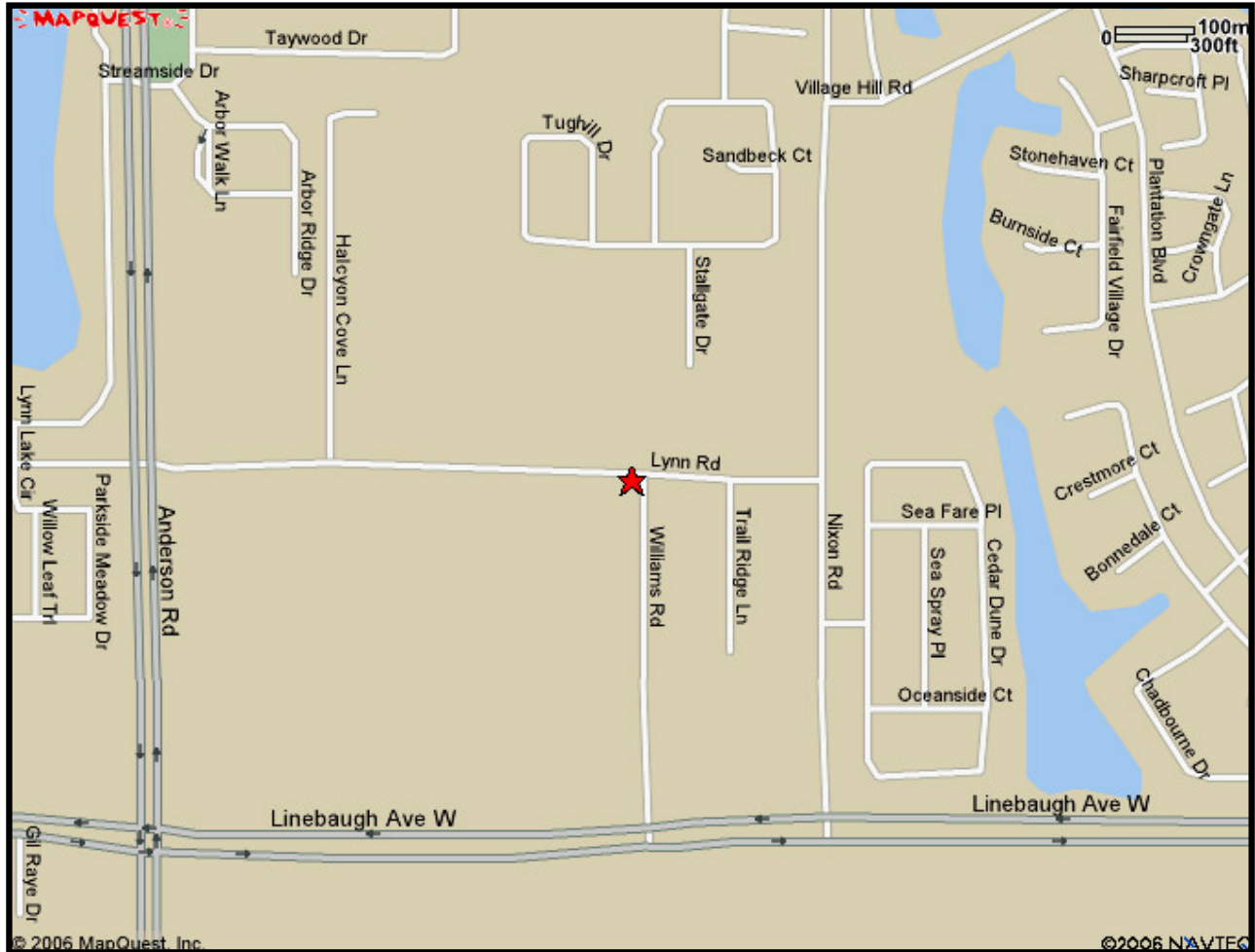
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## WHERE IS INDIA CULTURAL CENTER ANYWAY?



The India Cultural Center is located at 5511 Lynn Road in Tampa's Carrollwood neighborhood, 2 blocks north of Linebaugh Avenue between Anderson Road and Nixon Road.



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### **SETTING UP FOR AN EVENT**

1. You must have a completed floor plan turned in to ICC administrative offices 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. Do not stand on tables to decorate. (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 damage 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 taken to the dumpster outside the back kitchen door. If the dumpster is full, you may set trash beside the dumpster on the ground. **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 DAMAGE DEPOSIT WILL BE RETURNED TO YOU APPROXIMATELY THIRTY (30) DAYS AFTER THE EVENT. SHOULD THERE BE ANY DAMAGES OR LOSSES INCURRED, THE RENTER WILL BE LIABLE FOR COST OF REPAIR OR LOSS IN EXCESS OF THE DAMAGE DEPOSIT AMOUNT AND WILL BE BILLED ACCORDINGLY FOR THE DIFFERENCE.**

