

# SHRICO LTD

Address: SVNUK, Shri Sanatan Hindu Mandir, Ealing Road, Alperton, Wembley, HA0 4TA  
Tel: (020) 8903 7737 E: info@svnuk.org Website: www.svnuk.org

## 2025

Name(s): ..... Date .....

Main Correspondence address: .....

Email: ..... Contact Number(s) .....

(Please tick this box if you do not wish to receive emails from the Temple about their activities/programmes.)

Type of Function: .....

Venue: Mandir / RG Hall / Upstairs Hall / Kailash Hall / Dining Hall

Function Date: .....

Day: MON, TUE, WED, THU, FRI, SAT, SUN

Start Time: ..... End Time: ..... No of Guests: .....

Description		Cost	Please Tick	Total £
Mandir ( Max 150 Guests)	MON - FRI	£ 7,000.00		
Dining Hall for Mandir Wedding	MON - FRI	£ 1,650.00		
Mandir ( Max 150 Guests)	SAT - SUN	£ 8,000.00		
Dining Hall for Mandir Wedding	SAT - SUN	£ 2,250.00		
Ramanbhai Gokal Hall upto 8hrs ( Max 300 Guests )		£ 5,000.00		
Dining Hall Included				
Extra £ Per Hour		£ 200.00		
Upstairs Hall upto 5hrs ( Max 70 Guests )		£ 800.00		
Extra £ Per Hour		£ 100.00		
Mandap ( Only applicable to Upstairs Hall )		£ 400.00		
Kailash Hall upto 5hrs ( Max 80 Guests )		£ 400.00		
Extra Per Hour		£ 50.00		
Cleaning deposit ( refer to SVNUK T&Cs)		£ 300.00		£ 300.00
EXTRAS				
Dining Hall Per Hour	( Applies to Upstairs Hall & Kailash Hall )	£ 200.00		
Maharaj for ceremony		£ 500.00		
Frying Facilities in kitchen		£ 250.00		
Parking ( £2 per hour )				

**Total**

Payment: 50% Deposit upon booking confirmation - Balance payment 4 weeks prior to function date.

**All payments are to be made to :**

**Punjab National Bank, SHRICO LTD, A/C 13000473, Sort Code 60 - 95 - 00 Ref: .....**

## Management Use Only

Description	Included	Comments
MANDIR		
RAMANBHAI GOKAL HALL		
UPSTAIRS HALL		
KAILASH HALL		
SETUP		
STAGE		
CHAIRS		
TABLES		
BRIDAL ROOM		
GROOM ROOM		
WEDDING CHAIRS		
PRIEST ( MAHARAJ )		
DINING HALL		
CLEANING		
KITCHEN FOR WARMING FOOD		
KITCHEN INCLUDING FRYING FACILITIES		
FRIDGE		
FREEZER		
MANDAP		
STHAMB		
PA SYSTEM ( If applicable)		
No of Car Park Spaces		

Additional Remarks:

Terms and Conditions read and accepted by :

Name of Hirer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Venue Hire Terms & Conditions Agreement

### Booking Procedure

1. SHRICO Booking Request Form must be filled in and the availability checked.
2. A deposit as agreed must be paid to secure the booking. The booking and hire charges will be confirmed in writing by SHRICO.
3. Full payment of the hire charges must be paid at least four weeks before the hire date/s. This may be varied in agreement with the SHRICO Hall Management. Payment may be made by cheque or bank transfer. A receipt will be issued once the monies are received by SHRICO.

### Catering ( COOKING IS NOT ALLOWED IN THE KITCHEN )

4. Only Vegetarian Food is allowed on site – regardless of whether pre-cooked or packaged.
5. No alcohol, meat, seafood are to be brought into or consumed on the premises.
- 6a. All caterers must follow our kitchen Health & Safety procedures. No gas cylinders allowed in the kitchen - only our cooking stoves must be used. Electric cookers/ kettles may be used from the kitchen work surfaces with care. Plugs on these must be marked PAT tested and operation is the responsibility and liability of the Caterer.
- 6b. NO WASHING OF ANY KIND OF UTENSILS/CROCKERY...etc IS ALLOWED.
7. Gloves, hair nets and aprons must be worn by all those preparing, frying or serving food. All leftover **food must be taken away** by the Caterer or Hirer. This must not be left in our bins as it will not be disposed by SHRICO. Extra charges will be made for this.

### Hall Setup before event

8. The premises to be used will be provided clean and tidy, with the Stage set up as required. The premises will be opened and light controls shown to the Hirer by the SHRICO Caretaker.
9. Tables/ chairs can be set up by us as per one of our standard layout plans (available on request) as agreed at least 2 weeks before hire date.
10. Extremely soft music in Mandir weddings.

### Cleaning and clearing up after events

11. Cleaning of the Kitchen after the event is the responsibility of the Hirer. Toilets will be cleaned before the event and will be checked to be tidy during the event, and cleaned after the event by the SHRICO Caretaker.
12. Black bags for the disposal of used disposable crockery and cutlery must be provided by the Hirer and disposed in the large bins provided by SHRICO. Extra charges will be levied if the premises not returned as provided including any damages.
13. Upon confirmation of booking, hirer must pay a refundable deposit of £300 subject to returning the venue clean and damage free.
14. PA/Sound System not included.
15. **It is the responsibility of the Hirer to ensure that all Suppliers i.e. Decorators, Caterers, Videographers etc have valid Parking ticket on site for the required duration.**

Terms of Venue Hire read and accepted by,

Name of Hirer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Sanatan Hindu Mandir Wembley

Ealing Road, Alperton, Wembley, Middlesex HA0 4TA  
**Landline:** +44 (208) 903 7737  
**Email:** [info@svnuk.org](mailto:info@svnuk.org)

### Wembley Timings

Open: 7:00 am to 7:00 pm  
Aarti: 8:00 am – Morning  
6:30 pm – Evening