



S S S A

SIKH SOCIETY OF SOUTH AUSTRALIA

<http://www.sikhssa.org.au/>



Private Function Booking Form (not Anand Karaj ceremony)

Applicant's name: _____

Address: _____

Contact Phone number: _____

Nature of Function: _____

Date of Function: _____

Cost of usage other than official Gurdwara Programmes as follows:

Kitchen	\$200.00	Gianni	\$ 50.00
Darbar Sahib	\$100.00	Jatha	\$100.00

All payments must be made to the Treasurer or member of the Gurdwara Management Committee, ensuring a receipt is issued with payment.

THE APPLICANT HOLDING THE FUNCTIONS SHALL BE RESPONSIBLE AND LIABLE FOR THE MANNER IN WHICH THE FOOD IS COOKED AND SERVED.

I agree that I have read and will abide by the Guidelines of usage of the Gurdwara.

_____/_____
Applicant Signature / Date

For Office Use Only

Approved YES NO (state reason) _____

Approved By: _____ Receipt No. _____ Date: _____



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Guidelines- PRIVATE FUNCTIONS IN THE GURDWARA

- To hold a private function in the Gurdwara such as a private Akhand Path, Sehaj Path or a marriage ceremony, bookings have to be made through the MC and not the Granthi/Jatha.
- The Granthi/Jatha cannot make the booking without informing the MC.
- An application form has to be completed, including informing the MC as to the days the kitchen will be used for preparation of langgar etc.
- Refer to Charges list and make all payments in advance to the Treasurer.
- No payments must be made directly to the Granthi/Jatha for anything.
- Host family can bring in Raagis for Kirtan with prior permission of the MC.
- The host family has to use the resident Granthi/Jatha to do the Ardaas unless prior permission /arrangement is made with the MC.
- No rituals / actions out of the ordinary are to be done in the Gurdwara ie taking langgar thali up to the Darbar Sahib.

PRIVATE AKHAND PATH

- Any family wanting to hold an Akhand Path in the Gurdwara may do so but need to seek the permission of the MC.
- The responsibility of the three days is with the host family (including organising Pathis, Darbar Sahib and langgar), and MC will be there to help.
- Host family must provide Langgar for the three days.
- Refer to Charges list and make all payments in advance to the Treasurer.
- No payments must be made directly to the Granthi/Jatha for anything.
- MC is responsible for distributing the payment to Granthi/Jatha or Pathis as required, immediately after the event.
- The Ardaas on the final day will be done by the Resident Granthi, unless some prior arrangement has been made with the MC.

Darbar Sahib

1. Parshad will be prepared by the Resident Granthi.
2. Rumalla's available from Gurdwara Sahib
3. Adhere to Darbar Sahib Guideline's
4. Strictly **NO** Langgar to be carried to Darbar Sahib for Ardaas

Langgar

1. Arrangement of sewadars for the preparation of langgar, and after function clean of all areas including utensils and pots that have been used are your responsibility.
3. Ensure the langgar hall is vacuumed, the tables wiped and clean, and the chairs are placed on the table following completion of function.
4. Ensure that all **Work, Health and Safety Guidelines**, a copy of which is posted in the langgar hall, are observed.
5. Liaise with the langgar committee at all the times for any assistance or requests.