

Gurdwara Function Booking Form (Excluding Wedding/ Anand Karaj)

All bookings must be made through the Secretary using this application form.

Applicant's Name: _____

Address: _____

Contact Phone Number: _____

Nature of Function: _____

Date of Function: _____

Number of people expected at function: _____

Programme Booking For:

Wednesday
 Friday
 Saturday
 Sunday
 Akhand Paath
 Private Programme

Cost – Please refer to Rates and Charges List

- Gurdwara premises and equipment **MUST BE** left in a good and clean condition.
- All payments must be made to the Treasurer or member of the Management Committee (MC), ensuring a receipt is issued with payment.
- For programs that are booked in advance, that is more than 7 days before the intended program date, Full Payment due to SSSA must be made no later than 7 days before the program date failing which the booking will be deemed to be cancelled.
- For programs that are to be held within 7 days of the booking date, Full Payment due to SSSA is to be made upon the making of the booking.
- **NO** payment must be made directly to the Jatha/ Paathis for any products or services.

I confirm that I have read all the above terms and conditions and the Guidelines set out on the reverse side of this Form and I agree to be bound by them.

_____/_____
 Applicant's Signature / Date

For Office Use Only

Approved: YES/ NO (State Reason) _____ Approved By: _____

Total Amount Received: \$	Langgar by SSSA or Own: \$	Date:	
	Kitchen Use: \$	Receipt No:	
	Jatha Service: \$	Amount of Funds Disbursed to Jatha/ Paathis: \$	Date:
	Darbar Usage: \$		

PTO for Guidelines

GENERAL GUIDELINES:

- Only the resident Jatha to do the Ardas.
- Host family can bring in Raagis for Kirtan with prior permission of the MC, made via the Secretary at the time of the booking, BUT the resident Jatha will do the final half hour of Kirtan and Ardas.
- No rituals / actions out of the ordinary are to be done in the Gurdwara e.g. taking langgar thali up to the Darbar Sahib.
- No payments to be made directly to the Jatha. MC is responsible for distributing payment to Jatha/ Patthis as required after the programme.
- Parshad must be made in the Gurdwara and will be prepared by Resident Jatha.
- Rumalla's available from Gurdwara Sahib with cost as Bheta donation.
- Darbar Sahib's Guidelines must be adhered to all all times.
- Mutual respect between host families and Sewadaars must be always upheld.

LANGGAR:

Principles of Simple Langgar (Set Menu by SSSA);

- * Sundays:-
 - Breakfast, 8.00am - 11.00am : Pakoras or Similar & Tea
 - Lunch, 11.30am (After Ardas) - 1.00pm : 1 Dhall or Similar, 1 Vegetable, Salad, Yogurt, Roti, Rice and Desert (Kheer or Seviaan).
- * Other Days (Evening Programme):-
 - Tea, 4.00pm - 6.00pm : Tea (Host Family can bring own snacks).
 - Dinner 7.15pm (After Main Ardas) - 8.00pm : 1 Dhall or Similar, 1 Vegetable, Yogurt, Roti, Rice and Desert (Kheer or Seviaan)

*** All Programmes (Including Wedding & Private Programmes) must adhere to the Menu set by SSSA.**

- Langgar must be cooked on Gurdwara premises, under the guidance of the Langgar Team.
- Host family must liaise with the Langgar Team at all times for any assistance or requests.
- Host family to discuss with Langgar Team the menu choice based on SSSA's Simple Langgar Principles.
- Host Family can choose to buy their own ingredients and organize their own cooking in accordance with SSSA's Simple Langgar Principles. A Bheta (Contribution) must be made for ingredients utilized from the Kitchen/ Store.
- Host Family can pay the Langgar Team to buy the ingredients, but extra charges will apply if the selection of ingredients includes more expensive items such as Paneer.
- Host Family must arrange for Sewadaars for the preparation / cooking of Langgar and cleaning.
- Ensure **Work, Health and Safety Guidelines** posted in the Langgar Hall are observed.

PRIVATE AKHAND PAATH:

- The Host Family is responsible to organise Patthis and Langgar (adhering to SSSA's Simple Menu Principles) for the 3 days under the MC's guidelines.

CLEANING:

- Host Family is responsible for leaving kitchen and Langgar hall clean and tidy after the programme.
- Wash, dry and put away all the dishes and large utensils in the appropriate areas.
- Clean stoves, splashbacks and surrounding areas, sinks (including the hand-washing room).
- Clear garbage bins and put into outside bins and line garbage bins with new liners.
- Sweep/ vacuum and mop floors in the kitchen and langgar hall.
- Wipe the tables, place the chairs on the table and roll up the floor mats.
- Ensure all gas stoves, tavee, lights, water taps, air-conditioner and dishwasher are turned off.
- For Private Functions, the Refundable Deposit will not be returned if the Gurdwara premises and equipment is not left in a good and clean condition.