



The Hindu Temple & Cultural Centre of the ACT (Inc.) (HTCC)

## PROCEDURES FOR BOOKING TEMPLE/PUNDITJI SERVICES

### Revision History

| Date            | Version | Description | Date Approved   |
|-----------------|---------|-------------|-----------------|
| 9 November 2011 | 1       |             | 9 November 2011 |
|                 |         |             |                 |

### OVERVIEW

This document aims to provide information about booking Temple/Punditji services from the HTCC. If you require any further information please don't hesitate to send your query to [htcc temple@yahoo.com.au](mailto:htcc temple@yahoo.com.au).

### BOOKING TEMPLE/PUNDITJI

**Note:** There is no need to book Temple/Punditji during the Temple Opening Hours if you require any pooja/rituals to be conducted by Punditji at the Temple. However if you can advise us beforehand we can ensure that Punditji is available to perform the pooja. For Temple Opening Hours please refer to our website [www.htcc.org.au](http://www.htcc.org.au).

If you need to book the Temple/Punditji outside the Temple Opening Hours you must follow the procedure below:

- Go to <http://htcc.org.au/booking.html> and fill in the information online **OR** contact the Booking Person, Mrs Manju Bhardwaj Ph: 62628915 or 0448 498 294 Email: [manjub@tpg.com.au](mailto:manjub@tpg.com.au)
- Online bookings generate an automatic email which is sent to you (Requestor) and the Booking Person. Whatever way the request is received, the Booking Person will check to see if Punditji/Temple is available at the requested date/time.
- After ensuring that Punditji/Temple are available at the requested date/time, the Booking Person will confirm the booking with you.

**Note:** Punditji/Temple booking is not confirmed unless you have been provided confirmation in writing by the Booking Person and/or any other HTCC EC members in his/her absence. Where email option is not available, confirmation will only be provided verbally.

## **CONTRIBUTION TOWARDS HIRING PUNDITJI'S SERVICES**

HTCC is a non-profit organisation and your financial contribution is invaluable for its running. There is a financial contribution which will need to be paid to the HTCC for hiring Punditji's services outside Temple premises. This amount is separate from the Dakshina given to Punditji according to your wish. The Booking Person will discuss the contribution with you. You must give this contribution to Punditji after the pooja.

General Receipt (non-tax deductible) will be issued for your contribution money to the HTCC as soon as practicable. However if you haven't received the receipt within 1 month of the conduction of your pooja/rituals, please don't hesitate to contact us via email [htcctemple@yahoo.com](mailto:htcctemple@yahoo.com).

## **CONTRIBUTION TOWARDS SPONSORSHIP OF POOJA/HIRING THE TEMPLE SERVICES**

The HTCC Executive Committee encourages devotees to sponsor the monthly pooja/havan at the Temple to celebrate special occasions e.g. birthdays, anniversaries etc. These poojas/havans are open to everyone. Sponsorships can either be done individually or in groups.

Devotees can also hire the Temple for special events e.g. marriages. There is an expectation that devotees sponsoring the pooja/hiring the Temple make a financial contribution. The Booking Person will provide you the details of the current contribution. This contribution must be paid to Punditji after the pooja/rituals. If for any reason you haven't done so, alternative arrangements must be made for the contribution money to be handed over to Punditji or any of the HTCC EC members asap.

## **TRAVEL ARRANGEMENTS FOR PERFORMING POOJA/RITUALS OUTSIDE TEMPLE PREMISES**

It is your responsibility to make arrangements for pick-up and drop-off of Punditji to perform pooja/rituals at your/other designated place. However if Punditji wishes to travel in his own car, he can do so on his own accord. It is your responsibility to confirm the arrangement with Punditji.

## **DAKSHINA TO PUNDITJI**

Dakshina to Punditji for performing pooja/rituals inside/outside the Temple premises is separate from the contribution given for hiring the Temple/Punditji's services.

## **FINANCIAL HARDSHIP**

In case of financial difficulties no services will be declined. Please don't hesitate to discuss with the Booking Person if this is the case.

## **CANCELLATION OF TEMPLE/PUNDITJI SERVICES**

All cancellations of Temple/Punditji services must be advised to the Booking Person asap.

## **GUIDELINES FOR USING TEMPLE PREMISES**

### **HALL**

1. Devotees sponsoring Pujas and hosting functions at the temple are requested to leave the temple in a clean and tidy state.
2. All chairs should be neatly stacked along the walls.
3. Carpet should be vacuumed and sheets used by devotees should be neatly folded, and put away in the allocated storage space.

### **KITCHEN**

1. Devotees and Sponsors generally provide their own food for Prasad at the Temple. However the Executive Committee can help out preparing a simple Prasad if need be. If this is the case, this requirement will need to be discussed with the Booking Person prior to the confirmation of the booking.
2. Devotees and Sponsors need to bring their own disposable crockery, cutlery and serviettes
3. Devotees and sponsors using the kitchen are requested to leave the kitchen and any equipment that is used in a clean state.
4. Cleaning products will be provided by the HTCC.
5. All utensils (pots, crockery and cutlery) must be washed, dried and put away in the storage spaces provided.
6. Garbage bins must be emptied and all garbage put in the large bins provided outside.
7. For Poojas that extend over several days, sponsors should make arrangements to remove garbage so that the bin outside is not overflowing by collection day.
8. A list of all utensils available for use in the temple kitchen is provided in the kitchen and devotees using these should ensure that all items are accounted for when they leave.
9. Sink and bench tops should be cleaned and wiped dry after use.
10. The floor should be cleaned and mopped if required.

### **NOTE**

In the event that Temple Hall and Kitchen cleaning is not possible, the Booking Person or the HTCC committee should be advised so that alternative arrangements for cleaning can be made by the committee after the function. This may involve the use of a professional cleaner and sponsors will be expected to make a contribution towards this.

**“Cleanliness is next to Godliness” -- Mahatma Gandhi**