



**Sri Ganesha Temple**  
 OF HINDU CULTURAL CENTER OF TENNESSEE  
 Tel: 615-356-7207 • Fax 615-353-9346  
 www.ganeshatemple.org • Email: admin@ganeshatemple.org  
 Temple Location: 527 Old Hickory Blvd. (In Bellevue Area) • Nashville, TN 37209  
 Mailing Address: P.O. Box 210705 • Nashville, TN 37221-0705

Please print this form and scan back to frontdeskganeshatemple@gmail.com  
 Please call FrontDesk during business hours to confirm receipt if e-mailing.

**Reservation is only confirmed after 'Reservation Policy' is signed and Deposit is paid.**

### **Facilities Reservation Request Form**

<b>Facilities Requested</b>	_____ Auditorium	_____ Prasadam Hall	_____ New Yaghashala
<b>Event Name / Purpose of event</b>			
<b>Date</b>			
<b>Number of Hours Requested</b>		<b>Number of persons attending the event in New Yaghashala</b>	
<b>Start Time</b>		<b>End Time</b>	
<b>Person Requesting Reservation</b>			
<b>Contact Phone</b>		<b>Alternate phone</b>	
<b>Email</b>			
<b>Additional services requested</b>  (Please place a ✓ sign, no.s can be decided later)	<b>Audio/Video:</b> Audio:        Microphones _____ Microphone stands _____ Stage lights: Yes___ No___ Projector:    Yes___ No___		
	<b>Banquet Needs:</b> Table Cloths___ Vases___ Chinaware___ Cutlery___ Chafing dishes		
	<b>Catering from Temple:</b> Yes___ No___		
	<b>Additional space:</b> Classrooms for changing: Yes___ No___  <b>Security Guard (\$40/hour):</b> Start time _____ End time _____		

Print Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office Use Only</b>			
Deposit Collected Date		Deposit Refunded Date	
By		By	
Donation Amount		Paid Date	