



## New England Sikh Study Circle, Inc.

168 Flanders Road,  
Westborough, MA 01581

### Westborough Gurdwara Sahib (New England Sikh Study Circle) 168 FLANDERS ROAD WESTBOROUGH, MA 01581

#### Private Ceremony Rules For the Host Families, Friends and Relatives

The Management Committee of the New England Sikh Study Circle (NESSC) welcomes you and thanks you and your family for choosing this Gurdwara for your Private ceremony. The Gurdwara Management Committee is committed to make your divan memorable occasion.

The Management Committee of this Gurdwara urges you to spend some time to take a tour of the Gurdwara facilities, and to discuss your plans for your event(s) at the Gurdwara Sahib. The Management Committee has developed the following guidelines to ensure that your private day celebrations are memorable and are also respectful of the Sikh Gurdwara Sahib's traditions and those of the surrounding community.

1. The Management Committee does **not** permit dancing, playing *Dhol* and horse riding inside the Gurdwara or on Flanders Road. Please be considerate to the noise, traffic congestion and inconvenience you may cause to our neighbors, resulting in complaints from them. The Management Committee can help work out police details with the town of Westborough if required (additional cost to be payed directly to the Town). Initial\_\_\_\_\_
  2. The Management Committee strictly prohibits discharging any firearms/fireworks as a form of celebration and per Massachusetts laws.  
Initial\_\_\_\_\_
  3. The Management Committee strictly prohibits consumption and/or possession of alcohol and tobacco, wearing of shoes beyond the shoe room, within the Gurdwara premises as it is against the Sikh Religion. If during the private program any issues are found there will be additional consequences as a Tankhai as decided by the Executive committee of NESSC.  
Initial\_\_\_\_\_
  4. Host families are welcome to decorate only the windows in the Langar Hall. Decorations are **not** allowed on the walls and pillars in the Langar Hall. Decorating the inside of the Darbar Sahib (Congregation Hall), Gurdwara Sahib lobby and the railings in front of the Gurdwara entrance are to be discussed with and approved by the Management Committee.
  5. No violations of parking rules enforced at the gurudwara, and no vehicles are allowed to be parked outside of designated parking spots. Gurdwara has around 120 designated spots. If you are expecting more than 120 cars, talk with management for options available for additional parking, like parking on Flanders road and ordering Policemen to help co-ordinate that effort. Initial\_\_\_\_\_
  6. Snacks & meals will be the responsibility of the private party. There is **absolutely no** tables and chairs allowed in the langar hall. Any tents being setup externally first need to be approved by the Management Committee and sole responsibility of the private party. Please talk the Caterer and get a cheque for \$250 for use of kitchen. Initial\_\_\_\_\_
- Name and Phone for Caterer :  
\_\_\_\_\_
7. The NESSC Management Committee can temporarily hold the date for your private function for 7 days.
  8. A deposit of \$250.00 and completion of this form is required to reserve the date. This deposit will applied towards the cost of holding the function at Gurdwara.  
Initial\_\_\_\_\_
  9. An additional cost of \$350 is required for professional cleaning after the event. If you would like to take responsibility of cleaning, then I deposit \$350.00 which will be refunded after the Gurdwara is cleaned properly, but has to be done with 3hours of ceremony ending. Initial\_\_\_\_\_

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- 10. An additional cost of \$2500 is required for any reported VIOLATIONS of clauses 1-5 above. This is refundable upon completion of the function and NO reported Violations. Initial\_\_\_\_\_
- 11. TOTAL DUE at SIGNING : \$250 + \$350 + \$2500 + \$250 ( from caterer) . Please make separate cheques payable to NESSC .

**Changes to Terms and Conditions.** We may, at any time, and at our sole discretion, modify this Agreement with or without notice. Such modifications will be effective upon posting on the NESSC.org Website. You agree to review this Agreement periodically on the Website. If **You do not** agree to any modification of this Agreement, You must immediately cancel Your booking. Continue keeping Your booking following any such modifications will constitute Your acceptance of the modified Agreement. Signing this document indicates that you have reviewed, acknowledged and accepted the above guidelines. The Gurdwara Management Committee also expects that you, as the host family, will take on the responsibility to discuss these guidelines with your friends and relatives. We thank you for your consideration and wish you all the best during this auspicious occasion.

<p>_____</p> <p>_____</p> <p><b>Name of the Responsible Host Family Member</b></p> <p>Home Number: _____</p> <p>Number: _____</p> <p>Cell Number: _____</p> <p>Number: _____</p> <p>X _____</p> <p>_____</p> <p><b>Signature of the Responsible Host Family Member</b></p> <p>Date</p>	<p><b>Alternate Responsible Contact Name</b></p> <p>Home</p> <p>Cell</p> <p>_____</p> <p><b>Signature Date</b></p> <p><b>Ceremony</b></p>
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Receipt # \_\_\_\_\_ Date accepted \_\_\_\_\_ Westborough Gurdwara Management Committee:  
Document Revised 11/xx/2017