

# Terms & Contract for Hiring Masjid al Husayn



Last Update: 1<sup>st</sup> February 2016

The following rules and regulations need to be agreed and a copy of this form signed and returned within 7 days from receipt to the above address for the attention Programme Manager Br Aliabbas Rajani; failure to do so will not guarantee confirmation of booking for the use of the halls:

1. All bookings fall under the jurisdiction of the Managing Committee, who will oversee all the programmes held in the complex. **Approval of any reciters/lecturers has to be confirmed with the Programme Manager in advance for the booking period.**
2. **Any furniture or item brought in for the hire period should be removed and the area left tidy at the end of the hire period.**
3. Hiring is limited to the areas agreed within the building. It is the responsibility of the hirer that, no other areas are accessed by any personnel.
4. Equipment found in the building must not be removed or relocated.
5. **Breakages and losses are the full responsibility of the hirer and will have to be paid for immediately. The Jamaat's Managing Committee will not be responsible for the loss or damage to any personal belongings brought to the centre.**
6. The lights in the building must be switched off on leaving the premises.
7. **The hire charges for the halls must be paid for in advance to the Programme Manager who will provide a receipt from the Treasurer.**
8. **A refundable deposit of £150 cash must be left. In the case of any damage to the Jamaat's equipment or property, the Managing Committee will use the deposit as it feels best.**
9. **Timings agreed for the hire period are to be strictly adhered to; if timings are exceeded extra charges will be levied. The hire period is only for 4 hours. Additional hours will be charged.**
10. **Car Park and other Jamaat rules are to be adhered to by all parties as displayed on the notice board including in the Ladies section.**
11. No fixtures are to be attached to the walls or ceiling in the building without prior permission. Permission will only be granted to put up displays if attached using blue tack and on the condition that these would be removed at the end of the hire period.
12. **The Jamaat strictly forbids any mix gatherings on the premises (whether amongst family members or otherwise).**
13. Use of cameras, camcorders and tape recorders are not permitted in the Ladies Imambara. If you need to use any of these for special occasions such as weddings etc., then prior permission needs to be sought from the Ladies Management Committee.
14. Once permission has been granted, any use of cameras and camcorders should be restricted to the bride and immediate family members only. The Managing Committee reserves the right to stop the use of cameras and camcorders if the hirer fails to adhere and co-operate with the aforementioned guidelines.
15. Cleaning charges must be paid for.
16. Managing Committee reserves the right to amend and or add further rules or conditions as necessary.

Purpose of hire: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number of people expected to use the building during the hire period: \_\_\_\_\_

Contact Details: Head of Programs: Br Aliabbas Rajani [programs-av@mksileicester.org](mailto:programs-av@mksileicester.org) / 07726007864

Total charge: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact Details: \_\_\_\_\_ Date: \_\_\_\_\_

Hall Hire (Wedding, Engagement/Other excl. Majlis):	£150 Cash Refundable Deposit	
	Member	Non-Member / Overdue
Coinciding with Jamaat Programme Both Hall Hire + Kitchen (Warming only) (inc. Utensils and 400 Cups/Plates/Spoons)	£400 £200* (1 hall)	N/A
Without Jamaat Programme Both Hall Hire + Kitchen (Warming only) (inc. Utensils and 400 Cups/Plates/Spoons)	£500* £250* (1 hall)	£700*
<b>*Maximum 4 hours of use, thereafter £50 per additional hour used</b>		

Hall Hire (Chalimso, Private Majlis):	£150 Cash Refundable Deposit	
	Member	Non-Member / Overdue
Majalis coinciding with Jamaat Programme Both Hall Hire + Kitchen (Warming only) (inc. Utensils and 400 Cups/Plates/Spoons)	£150	N/A
Majalis without Jamaat Programme Both Hall Hire + Kitchen (Warming only) (inc. Utensils and 400 Cups/Plates/Spoons)	£250*	£450*
<b>*Maximum 4 hours of use, thereafter £50 per additional hour used</b>		

Other:	£150 Cash Refundable Deposit	
	Member	Non-Member / Overdue
Kitchen for Cooking	£150	£250
Cleaning: - Ladies hall and ladies toilets (and foyer & wudhu area) - Gents hall and ladies toilets (and foyer & wudhu area) - Kitchen, small dishes - Big tapelas - Al Zahra centre		£25 £25 £75 £5 per tapela £25
Car Parking Marshalls - Minimum 2 marshalls for 2 hours		£10 per hour per marshal
Al-Zahra Centre Both Rooms and Kitchenette	£10 per hour (Min 2 hours usage)	£20 per hour (Min 2 hours usage)
<b>£50 cash refundable deposit may be</b>		
Kitchen utensil hire for 2 days	£20	N/A
AV Support of 2 members and also including a copy of the program on DVD (Contact the Head of Programs & AV Services for more details)	£15	As per member



**Extra Charges** may be applicable and payable after the event. These include:

Cost of additional disposables:

- Plates (300 extra @ 6p each) £.....
- Cups (300 extra @ 1p each) £.....
- Spoons (300 extra @ 1p each) £.....
- Bowls £.....
- Total £

Other Charges:

- Tea charge, ingredients, etc £.....
- Use of Tea cups £.....
- Use of Food containers £.....
- Total £.....