

Please read carefully, all terms and conditions on reverse page, before filling-in the booking form & making any payment as no refunds will be available once paid. Please complete all fields.

Mosque Facilities - Booking Form.

Please note: It requires at least 2 weeks notice for booking any facility.

Name(s) of Organiser(s): _____

Name of Organisation: _____

Address: _____

_____ Post Code: _____

Contact No's: Res/Office _____ Mobile: _____

Nature of the event: (talk, seminar, wedding, social gathering, khatam etc.): _____

Theme (topic) of the event: _____

In the event of a talk/seminar/conference etc. please provide speakers' names and brief background or their C.V's. (You may use continuation sheets)

1.

2.

3.

4.

No of guests/participants/audience expected: _____

Areas Required: (Main prayer hall, Day centre, school hall, library, classes, kitchen, etc.)

a)

b)

c)

d)

Is it a fund raising event? Yes/No _____ (If yes, You must need permission from the mosque committee).

Date _____ Day _____ Time _____

Start time: _____ End Time: _____ Duration: _____

Do you need any preparation or set-up time? Yes/No _____

Any special needs i.e sound system/lighting/stage/decoration/dishes etc. _____

Total Charges: _____ Deposit: _____ Amount remaining: _____

Method of Payment:

a. Cash

b. Cheque

c. Postal Order

Facility Booking Charges

The following are the revised booking charges for hiring facilities at the Birmingham central Mosque as of 01/08/09:

1. Day Centre	£ 80.00 per hour*
2. School Hall	£ 60.00 per hour*
3. Library	£ 30.00 per hour*
4. Kitchen	£ 20.00 per hour* - (heating/serving food only)
5. Day Centre + Library + Kitchen	£ 100.00 per hour*
6. Day Centre + School Hall + Library + Kitchen	£ 150.00 per hour*
7. Cleaning + Setting up Charges	£ 40.00**
8. Main Prayer Hall – For exceptional events only	(Approved by the higher management)
9. Although Funeral prayers are free, but for ‘Qul’, ‘Chehlam’ or ‘Khatam’, usual charges will apply.	

Terms and Conditions.

- There should be no public meeting, conference, seminar, wedding or any other such gathering without prior written permission from the Mosque office.
- During the meetings or gatherings, no appeal for donations/collections will be made for any organisation/charity or individual unless prior permission from the mosque committee.
- Mosque management will not be responsible for the contents of any speech or talk delivered by the speakers and the organisers will take full responsibility of any such contents.
- All political and religious speeches, criticising opponents and other beliefs are completely prohibited.
- Any meeting or gathering may be recorded through the mosque equipments for safety and security reasons.
- Any women attending the mosque or a gathering are requested to be fully dressed - wearing full trousers and covering their head with a scarf - in respect of the place of worship.
- No singing, dancing or music is allowed within the mosque premises.
- All charges must be paid full, in advance, before commencement the programme.
- Every organiser must stick to the time booked for any meeting or gathering, or will have to pay any additional charges.
- All damages cause to the mosque property or any other asset during any gathering or meeting will be fully paid by the organisers.
- Provision of any food/refreshments will be the solely responsibility of the organisers, if that causes any damage or ill-health conditions to any member of the public.
(It is advisable to seek written confirmation from the caterers or food suppliers.)
- Cleaning/caretaker fee must be charged, at least £40.00, from everyone hiring the services.
- This form must accompany with a proof of ID.
- You maybe **BANNED** using the mosque services in future if you fail to abide any rules and regulations.

Declaration:

- **I have read the booking rules and regulation set by the mosque officials and agree to be bound by them. I further agree that I will compensate the mosque in full for any damage whilst in our use.**
- **I/We, the undersigned, declare that this event has been organised by me/us, and any views and opinions expressed from this stage are those of the people expressing them. We further state that BIRMINGHAM CENTRAL MOSQUE has got no affiliation with the speakers, organisation or this event.**

Sign/Date: _____

* Minimum booking for 2 hours.

** Cleaning & Services charges £20.00 for each area, but in case of using more than two areas at a time total charges would be £ 40.00

Discounts and concessions can only be made available via authorisation from the management committee.
For more information or any help to complete a Booking Form, please contact the Main Office.