



Please read carefully, all terms and conditions on reverse page, before filling-in the booking form & making any payment. *please complete all fields.

Mosque Facilities - Booking Request Form.

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

Name of Organiser(s): _____

Name of Organisation: _____

Address: _____

_____ Post Code: _____

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

Email: _____

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, their briefs 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) _____

(Car Parks and Kitchen (For stalls or play areas etc.) will not be included in any booking)

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

Date _____ Day _____

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 etc. _____

Total Charges: _____ Deposit: _____ Amount remaining: _____

Method of Payment:

a. Cash

b. Cheque

c. Postal Order

Terms and Conditions.

- All bookings would be for Main-stream **ISLAMIC** related activities.
- Any organisation or individual which has been **BANNED, or under any kind investigation** by the authorities will not be accommodated.
- The nature of the activities will be non-sectarian.
- Any activity which is deemed to be extremist can not be allowed.
- Organisations wanting to book any facility for multiple programmes, would have to provide a copy of their constitution to the mosque office in advance of booking, however, any booking for a single event will be exempt from this.
- All organisations/individuals wanting to book space for teaching and lecturing would be requested to provide CRB checks for the individuals who will be involved in teaching and lecturing.
- All organisations and individuals would have to provide in advance a full profile in writing of their intended programme.
- The mosque committee will be entitled to monitor and ask for progress report in respect of all teaching activities.
- Any space would be allocated based on availability and would be on first come first serve basis.
- No free of charge space will be provided to any organisation or individual.
- No public meeting, conference, seminar, wedding or any other such gathering will be permitted without prior written confirmation of the Birmingham Central Mosque office.
- No appeal for donations/collections can be made for any organisation or individual unless authorised.
- Mosque management will not take any responsibility for contents of speech, talk or material delivered to gatherings.
- Any meeting or gathering may be recorded through the mosque equipments for safety and security reasons.
- 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 in full, in advance, of the commencement of the programme.
- Booking will be strictly for specified time. Additional time will incur additional charges.
- Any damage to the mosque property during the gatherings or meetings will be fully paid by the organisers.
- Cleaning/caretaker fee must be charged, at least £30.00, from everyone hiring the services.
- This form **must** accompany proof of ID.

Facility Booking Charges

The following are the revised booking charges for hiring facilities at the Birmingham central Mosque as of 02.09.2014:

1. Day Centre (only front area of the hall)	£ 80.00 per hour*
2. Library	£ 40.00 per hour*
3. Kitchen	£ 30.00 per hour* - (heating/serving food only)
4. School Hall/New Galleries 1 or 2 – 2 nd floor	£ 80.00 per hour*
5. Day Centre + Library + Kitchen	£ 100.00 per hour*
6. Day Centre + School Hall + Library + Kitchen	£ 160.00 per hour*
7. Class Rooms	£15.00 per hour.
8. Cleaning Charges	£ 30.00**
9. Main Prayer Hall	£2000.00 (Approved by the higher management)
10. Although Funeral charges are free, but for ‘Qul’, ‘Chehlam’ or ‘Khatam’, usual charges will apply.	

- **50% deposit (Non-Refundable) is required at the time of booking.**
Remaining amount MUST be paid at least 24 hours prior to the event booked.

Declaration:

- **I have read the above terms and conditions and agree to be bound by them.**
- **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. I/We further state that BIRMINGHAM CENTRAL MOSQUE has got no affiliation with the speakers or organisers of this event.**

Sign/Date: _____

* Minimum booking/payment for 2 hours.

** Cleaning & Services charges £30.00 for each area, but in case of using more than two areas at a time total charges would be £ 50.00

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