

Please read carefully, all terms and conditions, before filling-in the booking form & making any payment.

Please select A) either morning slot 10.00am – 2.00pm or afternoon B) 3.00pm – 7.00pm

**Mosque Facilities Booking Form – Janazas, Khatams, Quls and Chehlams**

Name: \_\_\_\_\_ Date and time requested: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Contact No's: Res/Office \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Nature of the booking: (*Khatam, Qul and Chehlam* etc.): \_\_\_\_\_

No of guests expected: \_\_\_\_\_

Areas Required: (Main prayer hall, Day centre, school hall, library, new galleries etc.)

a) \_\_\_\_\_ b) \_\_\_\_\_ c) \_\_\_\_\_ d) \_\_\_\_\_

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_ Duration: \_\_\_\_\_

How many days would you require sitting space in the mosque? \_\_\_\_\_

Minimum daily charges (Phoori), as your contributions towards utility (Electricity, Gas, Water etc.) expenses will be £100.00 (Excluding care taker charges). Please contact mosque office before making any announcement for Khatams, Quls etc, as we cannot guarantee a space if it is already booked by another family. Mosque doors will be closed 30 minutes after Isha prayers because of security reasons!

**Terms and Conditions.**

- Although we don't have any fix charges for all above bookings, but we will really appreciate your generous **Sadqa-e-Jaria** for the deceased, minimum donation appreciated is **£150.00 for maximum 2 hours booking.**
- Any space would be allocated based on availability and would be of first come first serve basis. **Tables/chairs will not be provided for khatams etc., max of 6 tables upon request for old and disabled guests.**
- No free of charge space will be provided to any individual and the charges for facilities and space be paid in advance.
- 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.
- Every organiser must stick to the time booked for the gathering, or will have to pay all additional charges.
- All the damages cause to the mosque property during the gatherings will be fully paid by the organisers.
- Cleaning/caretaker fee must be charged, at least £30.00, from everyone hiring the services.
- 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.**

• Sign/Date: \_\_\_\_\_