HOUNSLOW JAMIA MASJID & ISLAMIC CENTRE 

**Agreement Form for Hire of Facilities Version 1.0**

Bookings Team: admin@hounslowmasjid.co.uk

Hounslow Jamia Masjid is Charity Number: 1071261 Registered in England & Wales

Registered Office: 367 Wellington Road South, Hounslow, TW4 5HU

1. **Welcome**

1.1 Hounslow Jamia Masjid (HJM) warmly welcomes hirers and their guests. Our facilities were created to accommodate a wide range of events.

1.2 Within the context of this agreement, event refers to:

- Meetings

- Classes/courses

- Community events

- Weddings

- Talks

- Exhibitions

- Functions organised by individuals or organisations

Within the context of this agreement, guest refers to anybody attending or participating in an event.

This agreement applies to any event taking place within HJM including those organised by its own internal committees or events in the prayer halls (where the payment/financial components of this agreement may not be applicable).

1.3 If you have any queries about the terms and conditions of this agreement, or require any assistance, please contact the Mosque office or email the bookings team (admin@hounslowmasjid.co.uk)

1.4 Wedding hire at HJM is only available for Islamic weddings. Hirers should ensure they require a wedding in an Islamic environment where men and women are seated separately and proper Islamic dress code and etiquettes are observed.

**\*\*\*As of 1st July 2020 any hire for weddings should allow for maximum 30 guests only as per government and health guidance due to the existent threat of Covid-19\*\*\***

1.5 Any events where the majority of attendees are Muslim will be required to be segregated.

1.6 Segregation will not be required for events primarily attended by non-Muslims but appropriate dress code must still be adhered to.

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1.7 Hirer’s should ensure that guests are informed about the event arrangements in advance, particularly the timing of the event and the seating arrangements for men and women.

1.8 The call to prayer (*adhan*) is broadcast over the HJM’s speaker system shortly before each prayer. The Mosque Office can advise if your event is at one of these times.

**2 Facilities for hire at the HJM**

2.1 The following facilities are available for hire at HJM:

* Downstairs Community Hall
* New Function Hall (1st floor)
* Men’s Prayer Hall (Ground floor)
* Community Hall (1st floor)

• For details of fees please contact the HJM Bookings Team or review the booking form available on the HJM website.

The actual capacity will depend on your seating layout.

2.2 Function/Community Hall is booked per hour and the Bookings Manager will be able to advise of any minimum session times.

**3 Booking Form**

3.1 A booking form is available on the website, from the Mosque Office at HJM or by emailing the Bookings Team. You can make enquiries about hiring our facilities in person or by telephone

3.2 The booking form contains details of the facilities available for hire and the associated fees. Please be advised that fees are reviewed on a quarterly basis.

**4 Bookings**

4.1 Bookings can only be made using the official booking form.

4.2 The booking form can be submitted by post, email or handed in to the General Office at HJM. Acceptance of the booking form does not imply acceptance of the booking.

4.3 Bookings will not be accepted from persons less than 18 years of age.

4.4 **The booking form must disclose full details of the proposed use**. Bookings are granted based on the details provided by the hirer.

4.5 The Management of HJM may, if it deems necessary, request additional information.

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4.6 The Management of HJM reserves the right to refuse any booking. This would include events that:

• may present a threat to public disorder

• may promote or incite hatred or violence against others

• may risk alienating HJM’s beneficiaries or supporters

• may embroil HJM or its Management in disrepute

• may cause offence to other users or disrupt other activities of HJM

The Management of HJM does not have to give any reason for refusing a booking.

4.7 **Provisional booking**: if the booking is approved, the hirer will be informed in writing. The booking will be considered provisional until payment (see 5.1) has been received.

A booking that is only provisional will be set aside if another hirer is willing to make a confirmed booking.

4.8 **Confirmed booking:** a provisional booking will become a confirmed booking once payment (see section 5) has been received.

4.9 In the event of any variation of use by the hirer or failure to comply with the requirement of full disclosure, the Management of HJM reserves the right to cancel the booking, which will still be liable to any retention (see 6.7).

**5 Payments**

5.1 A payment of 100% of the total cost must be paid before a booking can be confirmed.

5.2 If the initial payment is made by cheque, the booking will not be confirmed until the cheque has cleared HJM’s bank account. For payments through BACS, a remittance form is required verifying payment to the ‘Hounslow Jamia Masjid’ before the booking can be confirmed.

5.3 Details of current fees are detailed in the booking form.

5.4 Fees for additional services will need to be agreed in advance in writing with the HJM Bookings Team.

5.5 A refundable cash deposit (amount as agreed with Bookings Team) is required for hire of the halls, which must be paid at least 14 days before the date that has been booked.

The deposit will be returned to you, less any penalty charges (see 5.6), no more than 14 days after the date of the event.

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If the penalty charges exceed the amount of the deposit, you will be invoiced for the balance.

5.6 Penalty charges: you will be charged for:

 • damage

• additional cleaning our support staff have to undertake which should have been done by the hirer or designated catering team.

• **functions not finishing at the agreed time detailed in your authorised booking form.**

• other costs incurred by HJM as a result of any breach of contract by the hirer .

You will be invoiced for all penalty charges. Penalty charges for functions not finishing at the agreed time will include:

• Hall hire for the additional time at the standard hourly rate up to 9pm. Thereafter the charge will be double the hourly rate.

• Caretaker charges of £30 per hour for the additional time.

Due to the availability of our staff and/or commitments to other hirers, you may not be permitted to finish after the agreed time.

5.9 HJM reserves the right to agree alternative payment terms with Hirers.

**6 Cancellation**

6.1 The Management of HJM reserves the right to cancel bookings if the facilities are rendered unfit for the intended use.

6.2 The Management of HJM reserves the right to cancel bookings that subsequently vary from what is agreed in the associated booking form or approved publicity materials.

6.3 The HJM staff may halt the use of the facilities on the day if they deem that the hirer has varied from what was agreed in the associated booking form or approved publicity materials, or if they believe there has been or could be a breach of the conditions laid out in 4.6.

6.4 In the event of any cancellation or termination of the hiring no liability shall fall upon the HJM, or any officer of the HJM, in respect of any loss sustained or expenses incurred by the hirer, or any other person, as result thereof.

6.5 If the hirer cancels the hiring after the booking has been confirmed by HJM, the hirer shall be liable to HJM for any costs, expenses and losses incurred by HJM. Depending on when the notice of cancellation is received, a percentage of this total hiring charge will be retained by HJM (see 6.7).

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6.6 Cancellations or terminations will only be accepted in writing, and deemed effective upon receipt by the Bookings Team at HJM.

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| 6.7 Retentions by HJM For all weddings Retentions  |
| 50% of the total cost |