**Hounslow Jamia Masjid Letting Policy**

**Booking procedure**

An application form for the use of Hounslow Jamia Masjid and Islamic Centre should be completed and returned to the management with full paymentand deposit.

**Charges**

|  |  |  |
| --- | --- | --- |
| **Community Hall** | | |
|  | | |
| **Funeral,Khatam, Quran Khawani etc** | **£150 up to 3 hours** | **£50/hrs extra** |
| **Marriage, Aqiqah, Birthday etc** | **£250 up to 3 hours** | **£75/hrs extra** |

|  |  |  |
| --- | --- | --- |
| **New Function Hall** | | |
|  | | |
| **Marriage, Aqiqah, Birthday etc** | **£500 up to 3 hours** | **£150/hrs extra** |

**Returnable Deposits**

For social functions, a returnable deposit of £100 for damage will need to be paid. The balance of any payments due must be made two weeks before the date of hire.

**Conditions**

As these premises are a part of the Mosque, the following etiquettes must be observed.

1. Smoking is not allowed in any part of the premises.
2. The management reserve the right to enter and remain in the room/hall at any time.
3. No nails, screws or bolts will be used in any part of the room/ hall. No alterations may be made to the hire place.
4. Chairs and cables should be stored as they were before the function started.
5. Room/hall should be kept tidy/cleaned before leaving room/hall. If left unclean it will result in a penalty of £50 being retained from the deposit .

Application for Community Hall Booking

To be completed by the person who will be responsible for the payment of charges for the use of Community Hall and other facilities, and who will give the indemnity required by the conditions laid by the Hounslow Jamia Masjid & Islamic Centre.

Cheque should be made payable to the **Hounslow Jamia Masjid & Islamic Centre**, with payee address written on the back please.

|  |  |  |  |
| --- | --- | --- | --- |
| **Place** | **Time** | **Days & Dates** | **Cost(£) + (Deposit)** |
|  |  |  |  |
|  |  |  |  |
| Returnable Deposit: | |  |  |
|  | |  |  |

I / we enclose cheque no...................../cash to the value of £........ Receipt No: ...............

**(Please use capital letters)**

Name of the Applicant:................................................................................................................

Address: ………………………………………………………………………………………………………………………………….

.......................................................................................................................................................

Telephone (Mobile)...............................................

On behalf of....................................................................organisation

Nature and Object of event ........................................................  
The function will be attended by approximately: Adults:.............Children:............................  
What time will food be served? No external caterer will be permitted for functions within the Mosque..............................................................  
Do you need the Imam for Dua? Yes 🞏 No 🞏 If yes, please mention the time……………..  
Your details may be used for future use by HJM (event notifications, Mosque updates etc.) - do you agree to your details being used for this purpose? Yes 🞏 No 🞏

I, as the authorised hirer, agree to the conditions of booking

Signature:.................................. Date:...........................................

Approved By: .................................................(General Secretary)

Or on behalf of General Secretary………………………Name…………………………………..