**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 payment and deposit.

For social functions, a returnable deposit of £150 for damage will need to be paid. The balance of any payments due must be made two weeks before the date of hire.

For social functions hirers must ensure that at the commencement of the hire period, they meet the management / representative to sign for the condition of the premises. At the end of the hire period, before leaving the premises, the hirer is responsible for collecting a copy of the caretaker certificate. On the basis of the information on the caretaker’s certificate, the deposit or a portion thereof will be returned.

**Charges:**

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| **Community Hall**  |
| **Rubbish Cleaning Charges £50** |
| **Funeral,Khatam, Quran Khawani etc** | **£200 up to 3 hours** | **£50/hr extra** |
| **Marriage, Aqiqah, Birthday etc** | **£300 up to 3 hours** | **£75/hr extra** |

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| **New Function Hall**  |
| **Rubbish Cleaning Charges £75** |
| **Funeral,Khatam, Quran Khawani etc** | **£250 up to 3 hours** | **£75/hr extra** |
| **Marriage, Aqiqah, Birthday etc** | **£500 up to 3 hours** | **£75/hr extra** |

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| **Library Hall**  |
| **First hour is free**  |
|  **Nikah (after 1 hour)** | **£50 up to 1 hour** | **£50/hr extra** |
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**Booking Times**

Halls from 10 AM to 8 PM

**Starting Time**

No access to the premises will be allowed prior to the commencement of the booking period and if Room/Hall is not vacated by finishing time, extra charges will be applied.

**Finishing Time**

A function must finish 30 minutes before the end of a letting to allow for cleaning up, and those attending must leave the room/ hall by the time stated on the booking from.

Failure to collect the complete caretaker’s certificate and vacate the premises by the end of the letting period could result in extra charges being levied.

**Returnable Deposits**

For social functions a returnable deposit of **£150** (cash only) is required refundable on the day of the event

**Insurance**

The trustees do not accept responsibility for any loss or damage to any property owned by any person during the period of let.

Hires are responsible for ensuring that health and safety and fire regulations are observed.

The policy is subject to future amendments.

**Community Lettings**

Religious groups are charged at subsidised rate i.e. charges will be charged on non- profit basis.

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

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.

This application form should be sent directly to the General Secretary, with full payment and deposit. Cheque should be made payable to the Hounslow Jamia Masjid & Islamic Centre, with payee address written on the back please.

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| **Place** | **Time** | **Days & Dates** | **Cost(£) + (Deposit)** |
|  |  |  |  |
|  |  |  |  |
| Returnable Deposit: |  |  |
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I / we enclose cheque no...................../cash to the value of £.............. Receipt No: ...............

 **(Please use capital letters)**

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

Address: .......................................................................................................................................

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Telephone (Home).............................................Mobile: ..........................................................

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On behalf of..........................................................................................................organisation Nature and Object of Meeting. .................................................................................................
The Function will be attended by approximately. Adults: ......................Children: ....................
If food arrangements need to be made, will you be using the Masjid catering service or an external caterer? If external, please provide details.................................................................

What time will food be served? .................................................................................................
Do you need Imam for Dua? Yes 🞏 No 🞏 If yes, please mention the time
 I, as the authorised hirer, agree to the conditions of booking

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

Approved By: .................................................

 (General Secretary)