

Hall Hire Form

Thank you for choosing Al Madina Mosque for your Hall Hire needs.

Al Madina Mosque operates a formula which automatically generates a quote based on various factors. Please take the time to fill in the details below and we will work towards getting you a quote for your request.

Please Note: As our multi-functional hall is used for various sports activities throughout the week, the hall may not be available for the exact timings that you have requested. In such a case, we will work towards producing an alternative which works best for both parties.

N.B. Al Madina Mosque does not offer Catering/Décor services. The price quoted for Hall Hire will be for Dry Hire of the Hall along with any tables/chairs requested.

Deposit

A Refundable Damage Deposit of £250.00 will be charged in order to confirm a provisional booking. This will be returned after the event has taken place providing there is no damage to the Hall/Premises or any of the equipment used during the Hall Hire.

An additional charge of £50/hour will be imposed if you go over the specified End Time of your booking unless stated otherwise and previously agreed. This will be taken out of the Refundable Deposit.

Deposits should be made payable to the following Bank Details:

The Barking Muslims Association

Bank: HSBC

Account No: 22643227

Sort Code: 40-25-27

Reference: Name + Hall Hire Date

Details Submission

Please fill in the details below to the best of your knowledge.

Type Of Event	
Date Requested	
Session Start Time	
Session End Time	

(Guest Arrival Time/Function Start Time is not the same as Session Start Time. Please allow time to set up and pack up/clean at the end when calculating your Start/End Timings. Hall Hire is given with tables and chairs stacked neatly in a corner; at the end of the session the hall is expected to be left the way it was found.)

Hall Requested	Sports Hall The Hive Office Space (delete as necessary)
No. of Chairs	
No. of Tables	
Type of Tables	Round Rectangle (delete as necessary)
Partitions for Segregation	Yes No (delete as necessary)
Kitchen Usage	Yes No (delete as necessary)

(Please note: Kitchen usage is for service only; food must arrive precooked. It is the hirer's responsibility that any food served at the event meets relevant Health & Safety Standards.

Alternative Dates (incase the requested date is unavailable)	
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External Speakers/3rd Party Organisations (if applicable)

Type Of Event	
Will there be external speakers present	Yes No (delete as necessary)

If speaker(s) are involved, you are required to provide full details of each speaker.

#1 Name	
DOB	
Home address	

#2 Name	
DOB	
Home address	

#3 Name	
DOB	
Home address	

Is there anything known/suspected about the speaker or the organisation hiring the venue which may cause concern for the host organisation or impact negatively its reputation.

Failure to notify what should be reasonably notified will render any agreement null and void

Provide as much detail as possible

I confirm there is nothing of concern known or suspected of the speaker(s) or the hiring organisation which may cause concern for the host organisation or negatively impact its reputation. (by signing you acknowledge you have the required authority to do so).

Signed:

Date:

Full Name:

Position:

Booking Request made by

Full Name:

Contact No:

Signed:

Date:



- National Winner 2019, Best Charity Service
- National Winner 2019, Best Women's Service
- National Winner 2020, Best Run Mosque
- National Winner 2018, 5-star Beacon Mosque Award
- National Winner 2020, Best Youth Service

Office Use Only

Booking Reference	
Quotation	
Booking Confirmed By	
Deposit Paid	

Payment	
Payment Receipt No.	
Deposit Returned	
Additional Comments	

Signed :



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