

Mosque Facilities Booking Form.

Name: _____

Address: _____

_____ Post Code: _____

Contact Number: _____ E-mail: _____

Booking information

Is the kitchen facility being used? Yes No

Purpose/nature of booking (wedding, khatham, charity event, corporate event.): _____

Date and Time required: _____

Areas required (ground floor, first floor, purri rooms etc): _____

Declaration

Please note that this form is for initial booking enquiry. It does not guarantee that your booking has been accepted at the date and time you stated. Written confirmation will be sent to you confirming your booking.

By signing the declaration below you agree to have read and abide by the terms and conditions overleaf.

Sign: _____ Date: _____

You can send this form to;

- enquiries@jamiamasjidmiddlesbrough.org.uk or
- Jamia Masjid Al Madina, 133a Waterloo Road, Middlesbrough, TS1 3JB

Office Use only: Please staple copies of receipts to this form.

Date received:

Fee:

Booking accepted:

Initials:

Facility Booking Terms and Conditions.

- Your booking will be allocated on availability and first come first serve basis.
- Any meeting or gathering may be recorded through the mosque cctv equipment for safety and security reasons. Please do not cover any security cctv cameras.
- Any women attending the mosque or a gathering are requested to be dressed appropriately.
- Please adhere to the time specified on the booking form, extra charges may apply if your booking over runs.
- You, the person booking the venue, are responsible for any damage occurred to the masjid building or property and extra charges will apply.
- No posters, cellotape or blu tac is to be used on the walls or ceilings.
- Please leave the venue in the same condition in which you get it.
- No DJ, music or musical instruments to be played inside the venue.
- Your booking fee must be paid for in full no later than 7 days prior to you using the venue. Late payment may result in you losing your booking of the venue and deposit.
- You may be BANNED from using the Mosque facilities in future if you fail to abide by the terms and conditions above.

Decalaration

By signing the declaration below you agree to have read and abide by the terms and conditions above. This form must accompany your booking form.

Sign: _____

Date: _____