

HALL HIRE AGREEMENT

The Anjuman-e-Islamia Masjid was the first Masjid in the borough of Newham, and the community hall has been an integral part of the community that serves as a focal point for many religious and community events.

The Anjuman-e-Islamia Newham community hall is situated in Manor Park just 5 minutes walking distance from Eastham station. This well presented venue has a main hall and segregated rooms on the ground floor with entrance from the road. The building facilitates for disabled people.

The community centre is ideal for Muslim weddings, meetings, conferences, and seminars. The overall capacity for the hall is between 100 – 120 guests seated.

Availability

The ground floor hall and the room are available to hire outside Madrasah classes Monday to Friday between 4:30pm to 7:30pm, subject to availability.

Hire Costs

The minimum booking of the hall is for 3 hours for £200 and £30 for cleaning. If you require more than 3 hours the charge will be an additional £50 per hour. The holding deposit is £100, which is fully refundable if all the items found are in correct order. All the payments must be made in advance.

Facilities

- Prayer hall
- Segregated rooms
- Entrance from road
- Accessible Toilets - (Males & Females)
- Baby Changing Facilities
- Wheelchair Access

Kitchen

- Gas Cooker
- Sink
- Fridge / Freezer
- Kettle / Urn
- Microwave

Equipment

- Tables and chairs
- Whiteboards
- Projection Screen and projector

Outside Catering

We allow outside catering, but the hirer should consider that the catering company has the following documents:

- Public Liability Insurance (Minimum £5 million pound cover)
- EHO (Environmental health officer) Certificate – Minimum 4-star rating
- Food Hygiene and Health & Hygiene certificates

Setting of Hall

The hirer is required to set up all tables, chairs and any other equipment if needed.

At the end of the event

The hirer will clear away all tables, chairs and any other equipment used from all areas and store them to the satisfaction of the caretaker.

Rubbish

The hirer will remove all rubbish and throw it away in the large bin provided. The caretaker will Hoover and clean the kitchen after use.

Conditions

1. Should any damage be done to the building, furniture, equipment, or any articles belonging to the Masjid be lost or missing from the hall following the letting, the person in whose name the hall is booked shall be held responsible and the expenses of making good the same shall be deducted from such person.
2. The Anjuman will not accept or be liable for any loss, damage to any property, articles, revenue, reputation, business, or things, whatsoever on the premises either by the hirer or their representatives attending the hall.
3. No media presence, decorations, flags, emblems, brackets, fittings or other articles may be fixed to the wall, floor and ceilings, without prior permission from the Anjuman general secretary or president in writing. Any significant media interest in the event must be notified to us in writing.

4. Music or musical instruments are not allowed in the hall.
5. Alcohol or any illicit items are not allowed to be served in the hall.
6. Any bookings which are in the opinion of the Anjuman likely to lead to disorder or anything contrary to sobriety, decency, or good manners may be cancelled forthwith by notice to the hirer by the general secretary or president on behalf of the Anjuman. The Anjuman representatives will have the right to access the venue and items if required during the event.
7. The hirer is responsible for managing speakers and their speech contents to ensure it is appropriate and within the legal boundaries.
8. Any complaints arising out of a booking should be made in writing to the general secretary within five days of the letting.
9. In the event of the bookings being cancelled by the hirer the following charges will be made.
 - Not less than one month notice given - no charge
 - Less than one month but not less than ten days - half fees
 - Less than ten days - no fees non-refundable

Please note: Once the hall is booked for required hours and the function finishes earlier than anticipated there will be no refund made for fees paid.

Name of hirer: _____

Address: _____

_____ Postcode: _____

Telephone: _____

Email: _____

Function type: _____

Date of Function: ____/____/____

Time From: _____ to _____ (Minimum 3hrs)

Additional hours required : _____

I confirm that I have read and agree to abide by the Anjuman-e Islamia Newham policies and conditions of letting and to indemnify the Anjuman against all claims arising from the letting applied herein.

Signature: _____

Date: ____/____/____

OFFICE USE:

Availability: YES [] / NO []

Deposit Received: £ _____ Date received: ____/____/____

Payment Received: £ _____ Cash [] Online or Bank transfer []

Approved By: _____ Date: ____/____/____

Deposit returned less any damages: £ _____

Received by: _____

Signature: _____

Date Returned: ____/____/____