**Please read HCM & MIC Agreement for Hirer before completing this form.**

***Please double click on the boxes to check or uncheck the box (or complete by hand)***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  | | --- | --- | --- | | **Event date(s)** |  | | |  | |  | | | | Set up from |  | | | **Start of event** |  | | | **Event finish time** |  | | | Leave by |  | | | **Times must be adhered to** | | | | Attendees | Male  Female  Mixed  Please be advised that it is recommended that events with primarily Muslim attendees are segregated | | | No. of attendees |  | | | Food to be served? | |  | |  | | | | Brief description of event: | | | |  | | | |  | | |   **For conferences/meetings please attach full details of:**   * agenda and topics being discussed * ticket prices * all speakers for the event, including those via live links or pre-recordings * publicity materials (e-mailshot/flyer) * any stalls that will be set up | | | **Facilities required** | | | | | | | | | | |
|  | | | Function Hall Men’s Prayer Hall  Ladies’ Prayer Hall  Meeting Room  Dome Hall  IT Room | | | | | Capacity  400  1000  200  Up to 100  250  TBC | | |  |  | |
|  | | |  | | | | | | | | | | |
|  | | | Chairs  Tables  Flipchart  Whiteboard  Projector  WIFI |  | | Internet  Microphones  Kitchen Use  Lectern | | |  | Other: | | |  |
|  | | | Please be advised that all of the above facilities may not be available. You will be advised of availability when this form is submitted. | | | | | | | | | | |
|  | | | |  |  | | --- | --- | | Hall/Room Arrangement | Boardroom  Circle  Theatre  Wedding  Classroom  Floor seating | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Details of Person Making Booking:** | | | **Invoice details if different from booking or as agreed by the HCM & MIC Events Team:** | | | | | | | | | | |
| Name |  | | ***Purchase Order Number*** | |  | | | | | | | | |
| Organisation |  | | Name | |  | | | | | | | | |
| Address |  | | Organisation | |  | | | | | | | | |
|  |  | | Address | |  | | | | | | | | |
| Telephone |  | |  | |  | | | | | | | | |
| Email |  | | Telephone | |  | | | | | | | | |
|  |  | | Email | |  | | | | | | | | |
|  | | | | | | | | | | | | | |
| I have read the Agreement for Hire of Facilities at HCM & MIC and I agree to the terms and conditions contained therein, including the dress code. | | | | | | | | | | | | | |
| Signature | |  | | | Date | |  | | | | | | |

|  |  |
| --- | --- |
| **FOR HCM & MIC INTERAL USE ONLY** | |
| Date Booking Form Received: |  |
| Event Content Approved By: |  |
| Fee for Event Agreed: |  |
| Payment Schedule: |  |
| Refundable cash deposit received?  Date returned: |  |
| Date invoice issued to Hirer and Invoice Number: |  |
| Hall or Room allocated to event: |  |
| Caretaker informed of facilities required: |  |
| IT team informed of facilities required: |  |
| Arrangements made for heating and lighting to be on: |  |
| Additional relevant Information regarding booking: |  |

Below is the current fee structure for the period 01-01-14 to 31-12-14 and will apply to any confirmed bookings made during this period.

The HCM fee structure will be reviewed every 3 months and is therefore subject to change.



**IMPORTANT:**

* Penalty charges will be applied for bookings that overrun past the agreed time or if facilities are not left in a satisfactory condition (please refer to the agreement form for further details)
* Please encourage attendees of your event to avoid driving to HCM. Please refer to the ‘How to get to HCM’ section of the website for further information

Please return to this form to the Harrow Central Mosque General Office or email to: bookings@harrowmosque.org.uk