



## Ashton Central Mosque Booking Form 2023

Hillgate Street, Ashton Under Lyne, OL6 9JA

Name \_\_\_\_\_

Home\_Address(1) \_\_\_\_\_

Home\_Address(2) \_\_\_\_\_

Postcode \_\_\_\_\_

Mobile\_Phone \_\_\_\_\_

Date of Booking \_\_\_\_\_

Date of Event \_\_\_\_\_

Start time \_\_\_\_\_

End Time \_\_\_\_\_

Purpose of Booking \_\_\_\_\_

Number of people attending \_\_\_\_\_

Do you require?

Stage

Tables

Chairs

Projector / Screen

Men's /Ladies Separation boards

**Holding / Cleaning Deposit (£150.00)** \_\_\_\_\_ Paid - Yes \_\_\_\_\_ No \_\_\_\_\_

**TOTAL hire cost amount** \_\_\_\_\_

**Signature** \_\_\_\_\_

Booking by: \_\_\_\_\_

TERMS AND CONDITIONS FOR THE HIRE OF THE  
ASHTON CENTRAL MOSQUE & COMMUNITY CENTRE (2023)

**Terms of use:**

1. The premises must be vacated by the end of your booking schedule, this is the time noted on the booking form. Failure to leave the premises by this time will lead to a £50 charge, charged in 30 minute blocks.
2. Deposit of £150. will be taken at time of booking, this is to secure the booking and will act as the cleaning deposit.
3. Deposit will be refunded after all checks of the hall, kitchen and toilets are made. If the management is satisfied, the deposit will be returned accordingly.
4. Non-compliance to any of these conditions may result in loss of all or some of the deposit paid.
5. The hirer or person in charge of an activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. S/he shall not be engaged in any duties which prevent them from exercising general supervision.
6. Those who show violence or aggression towards management, may be banned from booking halls in the future and risk losing your deposit. Use of threatening behaviour towards the management will not be tolerated.
7. Reporting any damages caused during the event/function is the hirer's responsibility, the hirer will be held responsible if the damage has occurred during the period of hire, which will incur damage costs.
8. Leaving the premises clean and tidy including furniture, which should be put back where it was found.
9. All rubbish to be put into black bin bags and placed in the rubbish bins,, this is the responsibility of the hirer.
10. Ashton Central Mosque cannot accept responsibility for damage to, or the loss or theft of, Centre users' property, possessions and effects.
11. You must not exceed the agreed person limit agreed for your booking/activities, the management have the right to charge extra and will take it from the deposit.
12. Premises must be left clean and tidy; users must sweep up after use and mop where necessary. Tables must be wiped clean if used.
13. Chairs and tables must be stacked carefully

**Health & Safety:**

1. You are responsible for the safety and wellbeing of your attendees
2. No candles allowed for fire safety purposes.
3. Smoking within the building or directly in front of the premises entrance/exit is prohibited.
4. The venue host will go through the health and safety and show the hirer the fire exit points. Obstructions must not be placed in gangways or exits, nor in front of emergency exits
5. The Hall Host will show you where the first aid box is located.

I confirm that I understand and will comply with the terms and conditions of this agreement. I realise that I may be charged and lose my deposit if I fail to adhere to these terms and the management's decision is final

Sign

Date

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