

HALL – BOOKING FORM

Please complete, sign the declaration and return this form to

WLICC Reception

Hirer Details

Name.....

Address.....

.....

Telephone.....

E-mail.....

Purpose of hiring.....

The Hire rate is £150 and maximum capacity of the Hall is

100 persons at one time.

Period of hiring

Date.....

Hours.....

Refundable damage deposit of £50 payable on or before the initial booking date

TERMS AND CONDITIONS OF HIRE

The individual and/or organisation detailed above accept the terms and conditions of hire as set out below..

1. BOOKING

All booking applications must be in writing on the booking form provided. The person signing this form will be considered the Hirer. Where an organisation is named in the application the organisation will also be considered the Hirer and shall be jointly and severally liable with the person who signs this form.

2. DEPOSIT

The Hirer will pay a deposit of £50.00 at the time of booking. This will be returned within 7 working days after the event, subject to any sums withheld to meet part of the hire fees or the cost of rectifying damage arising during the hiring.

3. SUPERVISION AND RESPONSIBILITY

The Hirer, will be responsible for the safety from damage of contents or the behaviour of all persons using the premises during the hire.

4. COMPLETION OF HIRE

At the end of hiring, the Hirer shall be responsible for leaving the Hall and surrounds in a clean and tidy manner.

5. PARKING

The hire of the Hall does not include the use of parking facilities. The WLICC reserves the right to ask for any cars related to this hiring to be removed from the front of the building at all times.

6. EXCLUSIONS

The Hirer shall not use the Hall for any purposes other than that described in the Hiring Agreement and shall not sub-hire or use the Hall or allow it to be used for any unlawful purpose or in any unlawful way, nor do anything to bring on to the Hall anything which may endanger people.

7. ALCOHOL

This is a Mosque and a holy place, therefore strictly no alcohol to be brought to the premises under no circumstances.

8. SMOKING

The entire premises and grounds are a No Smoking Zone. For safety reasons individuals should not smoke in the car park.

9. PUBLIC SAFETY

The Hirer shall comply with WLICC H&S policy and Health and Safety regulations

10. EMERGENCIES

In anticipation of an emergency, it is the Hirer's responsibility to ensure that they know the location of first aid kits, stopcocks, and the fire exits.

11. DAMAGE

The Hirer shall indemnify WLICC for the cost of repair or any damage done to any part of the property, including the surroundings or the contents of the building, which may occur during the period hire. The Hirer shall not interfere in any way with electricity or gas fittings, meter fittings or fixtures on the premises.

12. INSURANCE

The Hirer acknowledges that the loss of any item left unattended is not covered under WLICC insurance cover.

13. CANCELLATION

- If the Hirer wishes to cancel the booking before the date of the event and WLICC is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be in the discretion of WLICC Manager
- The WLICC reserves the right to cancel this hiring in the event the Hall is needed by WLICC. An alternative Hall will be offered in which case the Hirer shall be entitled to a refund of any deposit already paid.
- Even if the Hirer has a regular booking for the Hall, WLICC Manager reserves the right to renew, vary or cancel any such regular arrangements. This right will not be unreasonably enforced.

14. DECLARATION

SIGNED by or on behalf of the Hirer

Print Name Group (If applicable)

Date.....

SIGNED on behalf of WLICC

Date.....

Print Name: Job Title: