



MUSLIM CULTURAL HERITAGE CENTRE
 244 Acklam Road, London W10 5YG
 Tel: 020 8964 1496 Fax: 020 8968 2928 E-mail : info@mhc.org.uk

HALL HIRE APPLICATION FORM

Please read Al-Manaar Agreement before completing this form in full :

Event Date: _____ Day of the Week : _____											
Type of Event: _____											
Number of people expected: _____											
Brief Description of the Event: _____											
Times of Event: Set up from: _____ Start of event: _____ End of event: _____ Leave Premises by: _____	Please Tick Halls* Required: <table style="width:100%; border: none;"> <tr> <td style="width:50%; border-right: 1px solid black;"> Grenfell Hall 1 [] (45seats) Grenfell Hall 2 [] (35seats) Exhibition Room [] (60 seats) </td> <td style="width:50%;"> Atrium [] (200 seats) Educational Room 1 [] (30 seats) Educational Room 2 [] (20 seats) </td> </tr> </table>	Grenfell Hall 1 [] (45seats) Grenfell Hall 2 [] (35seats) Exhibition Room [] (60 seats)	Atrium [] (200 seats) Educational Room 1 [] (30 seats) Educational Room 2 [] (20 seats)	* For dimensions of the Halls, please refer to our website or visit the Centre. Conference Halls 1 & 2 can be joined as one unit							
Grenfell Hall 1 [] (45seats) Grenfell Hall 2 [] (35seats) Exhibition Room [] (60 seats)	Atrium [] (200 seats) Educational Room 1 [] (30 seats) Educational Room 2 [] (20 seats)										
Room arrangement: Please refer to our Room Arrangement form Figures given apply to Theatre style seating arrangement. For other seating arrangement capacity please consult with booking officer.											
Refreshments (tea, coffee, water and biscuits) at 1.50 per person: [] Catering Service : See Catering Menu attached. For weddings and large receptions, other catering options are available. For more details please contact the hall hire team on 0208 964 1496 Expected Lunch time: _____ Please specify the menu selected: _____											
Facilities : (please tick) <table style="width:100%; border: none;"> <tr> <td style="width:33%;">Flipcharts (£5) []</td> <td style="width:33%;">Stage small (£30) []</td> <td style="width:33%;">Stage large (£50) []</td> </tr> <tr> <td>TV (£30) []</td> <td>Photocopy (10p/page) []</td> <td></td> </tr> <tr> <td>Powerpoint & Screens (£50) []</td> <td>Laptop (£30) []</td> <td></td> </tr> </table>			Flipcharts (£5) []	Stage small (£30) []	Stage large (£50) []	TV (£30) []	Photocopy (10p/page) []		Powerpoint & Screens (£50) []	Laptop (£30) []	
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Name : _____ Organization: _____ Address: _____ Postcode: _____ Tel No: _____ E-mail : _____ Full Charges : £ _____ Booking Deposit : £ _____ Balance due : £ _____ Please note: Sending a completed booking form and/or a deposit do not guarantee your booking. Booking is only confirmed once full payment is received.											
<i>I have read and understood all clauses in the Hall Hire Terms & Conditions. I will adhere to all terms & conditions. If I breach any of these terms & conditions this may result in forfeiting my deposit and nullifying my booking.</i> Signature of person responsible for this booking : _____ Date : _____											