

**Welcome**

We extend a very warm welcome to all hall-hirers and their guests. The team at Al Manaar endeavour to make the experience at the Centre a pleasant, positive and enriching one. Any query about these Terms & Conditions should be addressed to the Liaison Team at the Centre.

**Making a booking**

A booking pack is available from the Liaison Team at the main reception of Al Manaar, or from the website or by email to [info@mchc.org.uk](mailto:info@mchc.org.uk). Hall Hire Application Form can be sent to the Liaison Team by email or post to Al Manaar, the Muslim Cultural Heritage Centre, 244 Acklam Road, London W10 5YG.

Rooms may be booked on hourly rate or a full day rate, subject to availability.

**Rooms and Prices**

Room	Maximum Number Of people	Hourly Rate	Day Rate
Grenfell Hall 1	45	£42.00	£252.00
Grenfell Hall 2	35	£37.00	£222.00
Grenfell Hall 1 & 2	100	£75.00	£450.00
Atrium	200	£85.00	£510.00
Education Room 1	30	£39.00	£234.00
Education Room 2	20	£35.00	£210.00
Exhibition Hall	60	£55.00	£330.00

Room Set up fee is required for each booking depending on the size - £35.00 - £70.00.

\*Please note that above-mentioned prices are for events such as seminars, conferences, training and lectures and for charitable organisations only.

For all other private events such as weddings or Walimas the prices for hall hire are:

- Conference Hall 1 & 2 £800
- Atrium £800
- Exhibition hall £400

Officer on duty will be available to assist with any enquiries during your event. We expect the hall cleared and cleaned and left as the same condition before use. Deduction from your deposit will apply to cover cost of any cleaning or repairs required.

**Application**

1. We reserves the right in its absolute discretion to refuse any application for hall hire and may refuse to accept an application if the proposed use by a particular organisation or individual presents a risk to public disorder or risks alienating Al Manaar's beneficiaries or supporters and/or may bring Al Manaar into disrepute.
2. An application may also be rejected if its intended or proposed activities will cause offence to other users or disrupt other activities of or at the Centre.
3. An application may be accepted with conditions attached. For example, as to an agreed list of conference speakers.

4. A booking can only be confirmed once the Application Form has been returned and full payment is received.

**Payment**

1. A booking deposit of 25% of the total charge is required in order to secure the booking.
2. Full payment is required 2 weeks before the date of the event unless a partnership agreement is in place. Switching from hourly rate to daily rate maybe possible, subject to availability and eparate charges may apply.
3. Payments for room hire including all related costs are invoiced by Al Manaar.
4. A security deposit of £150.00 is required to be held against any loss, damage or special cleaning relating to the hire and is refundable to hirer (less any repairs, replacement or special cleaning costs). This will be returned after 14 days after the event.

**Cancellation**

1. All arrangements for use of facilities are subject to Al Manaar reserving the right to cancel bookings if the premises are rendered unfit for their intended use.
2. In the event of any cancellation or termination of the contract to hire a room or rooms, neither Al Manaar, nor any of its officers shall be liable in respect of any loss or damage sustained or expenses incurred by the hirer, or any other person, as result thereof. Hirers are advised to insure against such loss.
3. If the hall-hirer cancels the contract after confirmation of the booking by Al Manaar, the hirer shall be liable to Al Manaar for any costs, expenses and losses incurred by Al Manaar in relation to the contract for hire.
4. All cancellations or termination by a hall-hirer must be in writing at least two weeks prior to event date. No verbal cancellations will be accepted. The booking deposit will be return in full in such event.
5. If cancellation is made less than two weeks before the event, the deposit will be forfeited.

**Catering**

1. We offer a wide selection of catering choices as detailed in the Catering Choices Information Sheet. A minimum of two week is required to confirm final order or to cancel catering for an event.
2. Unless agreed in writing in advance, third party or outside caterers are not permitted. In cases where this is agreed, an additional fee of £2 per head is payable.
3. The Kitchen Facilities can be hired subject to availability. Please ask the Liaison Team when booking a room or hall.

**Damage, Decoration and Advertising**

1. The hall-hirer shall not cause or permit any person connected with the contract of hire to (a) drive any nails, screws or other fixings into the walls or floors or into any furniture or fittings or (b) do anything likely to cause damage to the building or any such furniture or fittings or (c) display any advertisements relating to the contract of hire by affixing the same to or utilising the support of a lamp-post, guard rail, electricity relay box or any other item of street furniture except with the prior written consent of Al Manaar and/or relevant local authority.

2. The hall-hirer shall pay to Al Manaar on demand, the cost of reinstating or replacing any part of the premises or any property whatsoever belonging to Al Manaar in or upon the premises, which shall be damaged, destroyed, stolen or removed during the period of the contract of hire.

**Electrical Installations**

All electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989 and/or any other subsequent relevant legislation. Al Manaar shall have no liability and/or responsibility for any claims and costs arising out of such equipment that does not comply with such legislation.

**Amplified Sound and Music**

1. Hall-hirers and organisers of activities at Al Manaar are responsible for ensuring that noise levels of their activities are not such as (a) to interfere with other activities within the Centre and/or (b) to cause inconvenience or nuisance to the occupiers of nearby properties.
2. There is a prohibition against music, live or recorded (except for anasheeds) and/or any musical instruments (except specific types of drum, to be agreed in writing prior to the event) being played in any part of the Centre irrespective of the type of activity.
3. We reserve the right to terminate an event immediately (whether the event has finished or not) without prior written notice should this absolute prohibition be breached or any other conditions attached to the Hall-Hire contract and we reserve the right to invoice for the full cost of the event in such cases.

**Dress Code**

All users of the Centre are required to observe the following dress code:

1. Men and women are required to dress modestly and wear loose clothing with long sleeves and clothes to ankle length
2. Ladies are expected to wear loose clothing covering arms and legs.
3. Shorts are not allowed for neither men nor women in any part of the Centre.
4. See-through and/or revealing and low-cut clothing is also not permitted.
5. Hall-hirers must ensure that their guests are fully aware of and comply with this dress code.
6. In addition, guests wishing to visit the Prayer Halls are required to remove shoes at the entry point and ladies are required to wear a headscarf (available from reception).

**Alcohol, smoking and pork products**

1. It is strictly forbidden to consume or take alcohol and/or pork and any related products containing any amount of the same into any part of the Centre.
2. Strictly no smoking is permitted anywhere in or in front of the building.

**Health and Safety**

1. Hall-hirers, guests and members of the public are required at all times to fully comply with the Al Manaar's health and safety rules. A copy of these rules is available on request.
2. Strictly no candles are permitted anywhere in the building.