Al Manaar, the Muslim Cultural Heritage Centre

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's reception.

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. When ready to make a booking, a Hall Hire Application Form can be sent to the Liaison Team by fax to 020 8968 2928 or post to Al Manaar, the Muslim Cultural Heritage Centre, 244 Acklam Road, London W10 5YG or email.

Rooms may be booked for 1 session or full day, subject to availability. The session will include setting up <u>and vacating the room</u>.

Morning session	Up to 3 hours in the period 9am- 1pm
Afternoon session	Up to 3 hours in the period 1pm-5pm
Evening Session	Up to 3 hours in the period 5pm-9pm
Full day	Up to 7 hours in the period 9am-5pm
Note:	

"One session" is anytime up to 3 hours. You will be charged for one session even if you do not use the space for the full 3 hours.

"Full day" includes where a hall-hirer, for whatever reason, goes over a three hour session. In this case there will be a charge for a full day.

Rooms and Prices

Room	Maximum Number Of people	1 Session	Full day
Conference Hall 1	45	£120	£240*
Conference Hall 2	25	£120	£240*
Conference Hall 1 & 2	100	£220	£420*
Atrium	200	£250	£500*
Education Room	30	£100	£200*
Exhibition Hall	35-40	£120	£240*

*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	£750
Atrium	£750

The Dimentions:

Atrium (L) 16m, (W) 11.7m,

Conference Hall 1 & 2 (L) 15.5m, (W) 7.5m, (H) 2.8m

Application

 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.

Hall Hire Terms & Conditions

- 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.
- 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. Applications cannot be accepted from those less than 18 years of age.
- 5. Once a booking has been confirmed a contract for hire is established.

Payment

- We require payment of the full fee before the date of the event except in the case of reputable, established companies and local governments.
- Payments for room hire including all related costs are invoiced by Al Manaar.

Cancellation

- 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.
- 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.
- If the hall-hirer cancels the contract to hire 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. No verbal cancellations will be accepted.
- 5. If a hall-hirer cancels less than 2 weeks before an event, the full hire charge is payable by the hall-hirer. In cases where a hall-hirer cancels more than 2 weeks in advance, 25% of the full hire charge is payable.

Catering

- We offer a wide selection of catering choices as detailed in its Catering Choices Information Sheet. A minimum of one week is required to order or cancel food for an event.
- 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.
- We do hire out Al Manaar kitchen facilities to hall-hirers on Saturdays and Sundays. Please contact the restaurant manager via 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
- 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

local authority.

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

- 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.
- 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:

- 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.
- Shorts are not allowed for neither men nor women in any part of the Centre.
- 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

- 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

- 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.

1st April 2010