

BOOKING REQUEST FORM

1. HIRER'S DETAILS:

Name:

Contact telephone:

Address:

.....POSTCODE:

Email:

Member of KSIMC of Birmingham: Y/N

2. EVENT DETAILS:

Date of event:

Time of event-(hours intended for hire) - From : to

Type of event (circle as appropriate)

Wedding engagement chalismo sattaro mandwo

Other (please state) -

Approx. number of guests expected -.....

Hire request of:

- a. Gents halls
- b. Ladies front Hall
- c. Ladies rear Hall
- d. Ladies extension
- e. SZ Sports Hall (Large)
- f. SZ Sports Hall (small)

<input type="checkbox"/>

3. ADDITIONAL FACILITIES REQUIRED:

Decoration of Halls: (£20/hr)- Date: Hours booked: From..... to.....

Kitchen Facility: Cooking warming food tea & refreshments

Use of AV/Microphone system required: Y/N

Hire of additional furniture:

Chairs (number):

Tables (number):

NB: completion of this form does not in itself constitute a booking. Hirers must not assume acceptance and make commitments until written confirmation has been received from the Office. I have read and understood the Terms & Conditions of Hire and accept responsibility in ensuring that the terms & conditions are adhered to and complied with.

Signed:

Date:

Office use only:

Date form received:

Booking confirmed via email- Date:

Additional facilities arranged:

Hall decoration- booked caretaker informed

Kitchen- caretaker & Mukhi informed

AV/MIC AV team informed

Furniture caretaker informed liaised with EB for use of additional furniture

DEPOSIT - (50% of total approximate cost)

Booking deposit - £ Date: Receipt no.

Deposit collected:

.....

COSTS INCURRED:

	Hours	££ (costs incurred)
Hire of Halls/SZ		
Hall decoration		
Hire of Kitchen		
Tabarruk Charges (if any)		
Use of Disposables/Wall paper		
Washing up		
Caretaker Charges		

TOTAL: =====

INFORMATION PROVIDED: _____ DATE: _____

INV. RAISED DATE: _____; invoice no.