



**TERMS FOR HIRING HALLS/CLASSES IN
SYEDA ZAINAB (A.S.) BUILDING**

**17 CLIFTON ROAD, BALSALL HEATH, BIRMINGHAM B12 8SX
TEL/FAX: 0121 446 6437 EMAIL: admin@ksmnet.demon.co.uk**

The following rules and regulations need to be agreed and a copy of this form signed and returned within 7 days from receipt to the above address for the attention of the Manager; failure to do so will not guarantee confirmation of booking for the use of the halls:

1. Food consumption is not allowed in the building except in the conservatory area and in the main sports hall area with prior permission.
2. Any furniture moved needs to be replaced in its original position and the area left neat and tidy at the end of the hire period.
3. Hiring is limited to areas agreed within the building. It is the responsibility of the hirer that, no other areas are accessed by any personnel.
4. Equipment found in the building must not be removed or relocated.
5. Breakages and losses are the full responsibility of the hirer and will have to be paid for immediately. The Jamaat's Managing Committee will not be responsible for the loss or damage to any personal belongings brought into the premises.
6. The lights in the building must be switched off upon leaving the premises.
7. The hire charges for the halls/classes must be paid for in advance to the Treasurer/Administrator and a receipt to be obtained (see over for charges).
8. Timings agreed for the hire period are to be strictly adhered to; if timings are exceeded extra charges will be levied.
9. Car park and other Jamaat rules are to be adhered to by all parties as displayed on the notice boards. (Please ask for a copy).
10. No fixtures are to be attached to the walls or ceiling in the building without prior permission. Permission will only be granted to put up displays if attached using blue tack and on the condition that these would be removed at the end of the hire period.

Syeda Zainab (AS) Building Hire Conditions

11. Mixed gatherings are not permitted in the building unless religious discipline is observed strictly i.e. women should observe proper hijab.
12. Wedding parties will not be allowed in Syeda Zainab (AS) Building.
13. Cleaning at the end of the hire period will be the responsibility of the hirer.

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Hire of _____ for _____ hours from _____ to _____ on _____
and _____ for _____ hours from _____ to _____ on _____

Hire charge £ _____ Receipt Number: _____

Number of people expected to use the building during the hire period _____

Purpose of hire: _____

Signature: _____ Name: _____

Date: _____ Contact Details: _____