Al-Rahma Mosque
مسجد الرحمة

Liverpool Islamic Cultural Centre

المركز الثقافي الإسلامي لليفربول

29-31 Hatherley Street
Liverpool L8 2TJ
UK

ليفربول 8/ بريطانيا 31-29 هادرلي ستريت

Tel/Fax 0151 709-2560

Website: www.alrahma-mosque.com Email: liverpoolmuslimsociety@hotmail.co.uk

Room Booking Request

Applicants Name: …….....
Organisation: …….....
Address: ……...……..……..……
……... Post Code: …….....
Office Tel: ……..…… Mobile: ……
Email: …….....

Purpose of booking *(please tick)* :

☐ Tafseer ☐ Meeting ☐ Islamic Course

☐ Exhibition ☐ Education Seminar ☐ Social Gathering

☐ Other *(provide details)*…….....……...
Number of guest/participant/attendees expected: […….....]
Theme (topic) of the event: ……
What language will be deliver: ……..

Hall	Start time	End time	No of hours
Hall A (2nd Floor old Mosque)	……	……..	……
Hall B (2nd Floor new Mosque)	……	……..	……
Hall C (3rd Floor new Mosque)	……	……..	……
Porta cabin	……	……	……

Day(s) of use: …… (Fri/Sat/Sun/Mon/Tue/Wed/Thu) Date(s) of use: …… (Date/Month/Year)

☐ Daily ☐ Weekend ☐ Weekly ☐ Bi-weekly ☐ Monthly

Will the microphone and sound system will be used: Yes ☐ No ☐

Who are the target audience? Men ☐ Women ☐ Children ☐

Is it a fundraising event? ☐ Yes ☐ No (If yes, you must need a permission from the mosque committee)

Are you charging the audience? ☐ Yes ☐ No (if yes, how much per person: £……..)

Acknowledgement: I have read the Hall Booking Conditions and agree to abide by them.

SIGNED .....……..…….....…….. DATE ……../……../……..

Ensure all regulatory requirements, including, but not limited to, health & safety, criminal records bureau (CRB) checks, etc…

For Office Use Only

Approval granted for request by the LMS: ☐ Yes ☐ No

SIGNED .....……..……..... DATE ……../……../……..

Room Hire Charges

PLACE/VENUE	CAPACITY	RATE
MOSQUE HALLS		
HALL A(old mosque 2nd floor)	50	£60 full day (9-5) £30 half day (4 hours) £10 per hour
HALL B (2ND floor new mosque)	100	£60 full day (9-5) £30 half day (4 hours) £10 per hour
HALL C (3RD floor new mosque)	100	£60 full day (9-5) £30 half day (4 hours) £10 per hour
PORTACABIN		
HALL	20	£10 per hour
ROOMS (3)	Each room 10	£5 per hour
HALL AND ROOMS		£60 full day (9-5) £30 half day (4 hours) £10 per hour

Late opening surcharge

All bookings carry the late opening surcharge. There is a £20 per hour surcharge for each hour (or part thereof) after Isha (night) prayers. This is to cover extra security & cleaning costs. Please check the Isha prayers times in advance of booking.

Room Booking Conditions

1. Hall Booking Requests are subject to approval, after which confirmation will be given. Should a hall not be available at a requested time, an alternative hall and / or time may be offered.
2. There is no refreshment or equipment (electronic materials, pens, papers etc…) provided by the LMS
3. Liverpool Muslim Society (LMS) is a place of worship. **Please dress decently.**
4. Ladies are kindly requested to cover their head with a scarf at all times in public on the Islamic Cultural Centre premises.
5. Strictly no alcohol, music, dancing or smoking is allowed on the premises.
6. Halls cannot be used for any purpose other than what they were booked for. Failure to observe this will nullify the booking, the function immediately being halted and fees forfeited.
7. You must ensure that booking times are strictly adhered to, and that halls cleaned & vacated. A charge is imposed for cleaners & security.
8. If the applicant is unable to attend for any reason, he must advise the LMS immediately. The representative must show the booking form to the secretary prior to using the premises. Entry will not be granted without this.
9. Bookings are from 08.30am to 10:00 pm in Summer time and 7:00 pm in winter time.
10. No fundraising may be conducted on the premises.
11. You will be responsible for activities in the booked halls. This includes sale of unlicensed goods, illegal goods, problems or accidents resulting from the booking. They will not be covered by the Mosques public insurance.
12. Responsibility of the contract lies with the applicant and this responsibility is not transferable.
13. A Hall Booking Handover form must be completed and submitted to secretary on vacating the hall.
14. Payment should be made within 3 working days of approval being granted. Failure to do so may lead to approval being annulled. In this case a new Hall Booking Request form should be submitted.
15. Payment should be made by cheque / UK postal order and made payable to 'Liverpool Muslim Society'. Cash payment will not be accepted.
16. Booking activities must be in compliance with UK Health Regulations.
17. **FOOD SAFETY**

    Food Safety is subject to the Food Safety Act 1990 and associated legislation. Therefore you cannot take any high risk open food such as rice, meat, and poultry or perform any cooking process on the premises without prior permission from LMS Health Service

18. **HEALTH & SAFETY**

    Throughout your visit, your personal safety is our concern. We therefore request that you kindly abide by the following:

- All visitors are subject to the Health & Safety at Work Act 1974, Management of Health & Safety at Work Regulations 1999 and Building Regulations whilst on the premises.
- Should you have an accident, injury, illness, or incident during your visit, it is important to inform the management, so that appropriate assistance may be offered.
- Contractors must make themselves aware of the LMS Safety RISK ASSESSMENT.

19. EMERGENCY EVACUATION

In the event of emergency alarm sounding please leave, the building immediately via the nearest safe exists and report to the security.

Do not re-enter the building until you are told it is safe to do so.

20 SMOKING

Please note that smoking is not permitted through the building

21 SECURITY

Please inform security officer if cameras or recording equipment is to be used during your visit.

Please note that that there are CCTV cameras in operation.

Thank you, for your cooperation.

22 Children to be accompanied by parents / guardians at all times.

23 Cars are parked on the street at owner's risk.

Room Booking Handover

Applicants Name……: ……

To be filled by secretary:

Condition of hall

Before event:	*After event:*
☐ Clean	☐ Clean
☐ Minor mess	☐ Minor mess
☐ Dirty	☐ Dirty
☐ Extremely dirty	☐ Extremely dirty

Newly caused damage (tick boxes and provide details if necessary):

Property:	No ☐	Yes ☐	……
Fixtures:	No ☐	Yes ☐	……
Fittings:	No ☐	Yes ☐	……
Furniture:	No ☐	Yes ☐	……
Equipment:	No ☐	Yes ☐	……

<u>To be filled by client:</u>

I confirm that the above information is correct. I understand I will be liable for any damage and/or cleaning costs and these may be deducted from the deposit.

SIGNED .....……..……..... DATE ……../……../……..