

APPLICATION FORM FOR USE OF THE MASJID

The information given on this form will be treated in the strictest confidence. Please complete in BLOCK CAPITALS using black ink.

| SECTION 1: details of person making booking: | | | |
|--|--|----------------|---------|
| Full Name: | | Position/Role: | |
| Street Address: | | | |
| Town/City: | | Postcode: | Tel: |
| Email: | | | Mobile: |

| Section 2: organisation details (if applicable) | | | |
|---|------------------|---|----------------------------------|
| Organisation Name: | | <input type="checkbox"/> Not for Profit | <input type="checkbox"/> Charity |
| | | <input type="checkbox"/> Corporate | <input type="checkbox"/> Other |
| Street Address: | | | |
| Town/City: | | Postcode: | Tel: |
| Email: | | Website: | |
| Tel: | Charity Reg. No: | VAT Reg. No: | |

| Section 3: BOOKING DETAILS: | | | |
|---|--------------|---|-------------------------|
| Event Name: Please tick: <input type="checkbox"/> Wedding <input type="checkbox"/> Meeting <input type="checkbox"/> Religious Talk <input type="checkbox"/> Other: <small>Please specify below:</small> | | | |
| Event Date: | Time Starts: | Time Ends: | No. of People Expected: |
| Name(s) of Speaker (s) | | | |
| Describe Proposed Use of Masjid (continue on reverse of t);his page if necessary | | | |
| Kitchen to be used <input type="checkbox"/> Yes <input type="checkbox"/> No | | State contribution you intend to make towards the Masjid: | |

| Section 4: DECLARATION | |
|---|-------|
| I declare that the information given on this form is correct to the best of my knowledge and belief. I declare that I have read and understand Alnoorcet Masjid Use Policy and agree to abide with it. | |
| Signature: | Date: |

| FOR ALNOORCET INTERNAL USE ONLY: | | |
|--|-----------------------------------|---|
| Date Booking Form Received: | Event Approved By: | Position: |
| Additional relevant Information regarding booking: | | |
| Fee for Event Agreed: | Refundable cash deposit received? | Caretaker Fees: £20 - £50 depending on event requirements |

IMPORTANT:

- Penalty charges will be applied for bookings that overrun past the agreed time or if facilities are not left in a satisfactory condition (please refer to the agreement form for further details)