

Hire Application Form

Safety for Religious Guidance



Islamic Centre of England

Hire Application Form

Approved by	Board of Trustees		
Date of Approval	26 th June 2024	Status	Final
Procedure Owner		Date of Next Review	June 2026
Vision	One		

Hire Application Form

Please use this form to make an application to hire the Hall and/or Other Meeting Rooms for your event. Please ensure that you check with our Events' Manager to ensure the day & time you are looking for is available!

Once your application has been received, we will process it as quickly as possible and then someone will contact you to arrange for a deposit payment to be made in order to confirm your booking, but this may take a few days.

All applications are processed in the order that they are received.

Please refer to our attached Terms & Conditions

Fields marked * are required and must be completed before submitting the form.

Personal Details

Your name *:

Surname	
Other Names	
Address 1	
Address 2	
Address 3	
Town	
Postal Code	
Mobile Number	
Email Address	

If the Hiring is for a Company/organisation name:

Name	
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Address

Address 1	
Address 2	
Address 3	

Town/City *:

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County:

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Postcode *:

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Mobile or other telephone number *:

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Email Address *:

Please indicate how you would prefer us to contact you:

By Email: By Telephone:

Event Details

Event Name *:

Event Date *:

Event Start Time *:

Event End Time *:

Anticipated number attending the event *:

Please tick the boxes below:

I confirm that I have read the Islamic Centre's policies (<https://ic-el.uk/policies/>) and will comply with their requirements.

By using this form, you agree with the storage and handling of your data by ICE.

Print	
Signature	
Date	

Regulation of renting halls and other possible arrangements

Renting of halls Main Hall: Capacity of 400 seats £250/hr

Hall 2: Capacity of 100 seats £120/hr

Renting of audiovisual facilities Use of the video projectors situated: £50/Prog.

Use of the overhead projector: £20/Prog.

Filming of the programme: £60/hr

Photography of the programme: £50/Prog.

Editing of film: £50/hr

Terms and Conditions

1. It is necessary for all participants to observe Islamic canonical standards.
2. The segregation of men and women in wedding ceremonies is obligatory. This agreement will be considered breached if this condition is not met.
3. Daily congressional prayers are performed at the centre. This should be considered when arranging the timing of the programme.
4. Utmost precaution is requested when using the centre's facilities. Damage to any of the facilities will result in the payment of costs. For this reason and also in compliance with our rules & terms & conditions, a deposit of £1000 is required before the programme commencement; the complete amount will be refunded after the programme if no damage or no breach of the rules have incurred. However, in the event of actual damage or breaching of the rules, a proportional amount shall be taken off the deposit accordingly.

5. No political programmes are allowed in the Centre. Those who hire the facilities of the ICEL are responsible for observing state laws and Islamic values. They should make sure that no speech or activity that breaks the law or causes hatred or division takes place in their events.
6. 20% of the rent is demanded at the time of booking and the £1000 deposit and the remainder shall not be paid later than 1 week before of the programme.
7. No ceremonies are allowed without a valid confirmation letter. Once the deposit has been paid, a provisional confirmation will be sent out to the organiser of the programme, which must be presented to the receptionist on the date of the programme.
8. The hours reserved for the ceremony must be abided by exactly as arranged. Going beyond the hours agreed could result in the reduction of the original deposit.
9. It is prohibited to wear shoes in all the halls. All attendees must obey this rule.
10. Since this is an Islamic and cultural centre, cleanliness must be strictly observed by all participants.
11. Parking facilities are not available opposite the building.
12. Smoking is forbidden everywhere inside the centre.
13. Playing any kind of music that goes against the canonical precepts of Islam or does not suit the spiritual atmosphere of the ICEL is forbidden within the ICEL; not abiding by this principle shall result in the swift cancellation of the programme and paying penalty up to £1000