



FACILITIES BOOKING FORM

Organiser:	_____		
Date of Event:	_____		
Start time:	_____	End time:	_____
Type of Activity:	_____		
Organiser's Address:	_____		
Name of Contact Person(s)	_____		
	Fax No: _____	Tel No(s): _____	

A Please indicate type of facility required

√	Facilities	Capacity	Rates		
			First 2 Hours	Subsequent Hour	
	Auditorium	250	\$ 250.00	\$ 100.00	
	Multi Purpose Hall	200	\$ 150.00	\$ 60.00	
	Classroom	30	\$ 120.00	\$ 50.00	
	Classroom	20	\$ 110.00	\$ 40.00	
	Conference Room	20	\$ 70.00	\$ 20.00	
	Open area level 2	35	\$ 130.00	\$ 40.00	
	Main Prayer Hall (for Nikah)	Please speak to our Officer-in-Charge			

B Please state your requirements

Items	Qty	Rates
Tables (rectangle)		\$15 per table incl table cloth
Chairs (max 250 pcs)		Complimentary first 30 chairs. Add \$1 per chair
Microphones		Complimentary 1st mic. Add \$10 per mic
White Board c/w markers		\$10 per board with 3 pcs of markers
Projector & Screen		\$50 per day
Laptop (Windows XP/Vista)		\$100 per day per laptop
For Weekend/Public Holiday/ After Office Hour		
Additional Charges		
On Site Technician - \$20 per hour		
Cleaning Service - \$50		

C Other requirements (please state)

Signature & Date

Company Stamp

ADDITIONAL INFORMATION

1 DEPOSIT & PAYMENT

30% deposit of total charges is required to confirm the use of mosque's facilities. Balance of payment to be settled after the function.

2 CANCELLATION POLICY

Notice of cancellation must be made known to the Officer-in-Charge within 3 days before the actual event, otherwise all deposits will be retained.

3 BOOKINGS

Bookings can be faxed to 65665537. Please call our Officer at 65617990 should you need further inquiries

For Office Use

* Approved / Not Approved

Rental \$ _____ Deposit \$ _____ Cleaning Fee \$ _____

Date: _____ Time: _____ am / pm to Date: _____ Time: _____ am / pm

Officer's Signature & Date

Receipt No

TERMS & CONDITIONS

Regulations While In The Mosque

- 1) Wedding ceremony & solemnization in Hasanah Mosque can be conducted at any time **provided that it does not coincide with any of the mosque's activities.**
- 2) The wedding solemnisation ceremony will take place either at the Main Prayer Hall or Auditorium.
- 3) **Please observe appropriate dress code in accordance with islamic guidelines.**
Kindly watch over your children at all times
Kindly refrain from doing anything that is unnecessary and talking aloud in the vicinity of the Prayer Hall
Food & drinks are not allowed in all Prayer Halls
- 4) **All functions must end at the agreed time given by the applicant. Failure to do so, extra charges will be imposed.**
- 5) **The organiser / applicant will bear all responsibility and costs should there be any mishaps, damages, losses or theft while in the vicinity of the premises.**
- 6) **Hasanah Mosque Management Board will not be responsible or liable for any accident, damages, injuries, losses, national emergencies, inconvenience cause suffered by the organiser / applicant guest**
- 7) **Hasanah Mosque Management Board will not be responsible for any traffic summons issued by the Traffic Police to the organiser / applicant / guest.**
- 8) Hasanah Mosque Management Board have the rights as not to reserve any parking lots for any events held in our Mosque. **Parking is not allowed in front of the Mosque.**
- 9) No cooking or washing of dishes allowed. Caterors are to find their own location for the preparation of foods and washing of dishes.
- 10) Food to be consume only in the auditorium.
- 11) No performance of any form is allowed such as, Karaoke, Kompany, Tarian,Djs etc.....

NOTE: _____

PAYMENT

- 1 **A non-refundable deposit of 30% is made payable to Hasanah Mosque Management Board upon confirmation of facility.**
- 2 **All balance payment are to be made 1 month before the start of the event.**
- 3 **A refundable deposit of \$200.00 (not including total charges for all rentals) will be refunded 1 week after the event if there is no loss or damages to any of our facilities being rented during the event by the organiser / applicant.**
- 4 Notice of cancellation must be made known to the Officer-in-Charge within 1 month before the actual event, otherwise all deposits will be retained.
- 5 Hasanah Mosque Management Board reserves the right to forfeit or deduct from the deposit (**Para 3**) the appropriate amount if rules & regulations are not observed