Shia Ithna'ashari Community of Middlesex (SICM) - *Mahfil Ali*

Location: 39 Gloucester Road, North Harrow, Middlesex, HA1 4PR
Correspondence Addressee: SICM, 336 Pinner Road, North Harrow, Middlesex, HA1 4LB
E-mail: info@sicm.org.uk **Website:** www.sicm.org.uk

39 Gloucester Road Private Letting: Terms and Conditions

Bookings

- A SICM function will supersede all lettings without notice.
    - (Normal SICM functions are on Thursdays and Fridays evening as well as Saturday and Sunday mornings – please consult us before applying for use of the hall at these times)
- In the event that the letting is cancelled for any reason by either party, SICM will not be held responsible against cost. SICM liability will be restricted to the refund of the deposit and any advance rent paid.
- Instructions for the opening and closing of the hall will be given by the administrator and must be abided by.
- Please report any damages/breakages to lettings manager

Responsibilities of SICM

- The booking form must disclose full details of the proposed use. Bookings are granted based on the details provided by the hirer.
- The management of SICM may, if it deems necessary, request additional information
- The management of SICM reserves the right to refuse any booking. This would include events that may:
    - represent a threat to public disorder
    - promote or incite hatred or violent against others
    - risk alienating SICM's beneficiaries or supporters
    - bring the organisation in disrepute
    - cause offence to other users or disrupt other activities of SICM
- The management does not have to give any reason for refusing a booking

Responsibilities of the hirer

- The hirer will be responsible for good order during the event booked.
- The hirer is expected to ensure the event which is booked does not bring the Centre into disrepute.
- The event should not seek to make offensive personal attacks, mocking, threatening, insulting or abusive behaviour, whether they be Muslim or non-Muslim. An event/speaker which targets a person based on their skin colour, race, nationality, ethnicity, religion or sexuality is forbidden.
- The hall cannot be booked for an event where:
    - Violence or the encouragement of violence may reasonably be anticipated.
    - Misbehaviour has occurred at a previous meeting organised by the organisation or individual (hirer) in question.
- The hirer is responsible for ensuring that any speakers adhere to these terms.

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Facilities, Health and safety

- Strictly no smoking within premises.
- There is no parking facility on site.
- No equipment or furniture may be moved and no equipment or furniture may be brought in without prior consent
- Kitchen may only be used for making hot drinks or reheating food.
- The maximum capacity of the whole building is 80. This will be observed and SICM carries no responsibility for any safety issues that arise if this is not adhered to.
- Applicants must arrange own insurance against 3rd party liability.
- Health and safety is the responsibility of the hiring body or individual.
- Premises will be left clean and tidy in the same manner that they were found. Failing this, the deposit will be forfeited.

Charges

- Full payment to be made two weeks prior to letting date. If agreement of letting is less than two weeks before letting date, payment to be made immediately.
- Charges will be £160.00 for half a day + £50 deposit.
- Audio/video facility not available in the small hall.
- If the hirer is not present within ten minutes of the time requested for opening the hall, or is not ready for the closing of the hall at the time requested (10 minutes leeway accepted), there will be an extra cost of £10. Any further 10 minutes will levy a further £10.
- Cheques payable to "*B. W. Foundation*"
- Deposit will be refunded within 7 working days once a check for damages is done. The deposit may be forfeited if the hall is not returned in the condition as given.

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I/We have read and agree to the Terms and Conditions listed in the previous pages above:

Today's date: …… (day) …… (month) ……. (year)

Full Name: ……..

Date of event: …… (day) …… (month) ……. (year) Time of event: …… to …….

Brief description of event:

……

……

……

……

Contact number: ……..

Signature: ……..