

# Dawoodi Bohra Welfare Society

## Hire of Hall Agreement

By accepting the keys to Husseini Manzil, you understand that the following conditions apply.

### Terms & Conditions:

- 1) Contact Mr Mohsin Sulemanji to confirm booking.
- 2) Keys to be **collected** from Mr Taherbhai H Tayabali by **prior** arrangement with Mr Mohsin Sulemanji.
- 3) Signed Hire of Hall Agreement **must** be completed when collecting keys and retained by Mr Taherbhai H Tayabali.
- 4) Hall Capacity should **not** exceed **200** people.
- 5) Please ensure that the fire exit doors leading to the car park from the Main Hall are unlocked and accessible.
- 6) It is the **hirer's** responsibility to make their own arrangements for plates, spoons & cups. \*\*
- 7) It is the **hirer's** responsibility to dispose of all rubbish.
- 8) It is the **hirer's** responsibility to make sure the kitchen, hall & toilets are clean. The hall area must be vacuumed and kitchen towels must be taken home to be washed and returned.
- 9) Please ensure that **all** utilities are washed and dried thoroughly before shelving.
- 10) It is the **hirer's** responsibility to ensure that all lights and gas appliances are switched off. The alarm is activated and all doors, including main door and front gate are locked.
- 11) **Keys** and **payment** to be returned to Mr Taherbhai H Tayabali. Cheques made payable to DBWS Leicester

For assistance on any of the above please contact a member of the committee

### Optional Extras:

\*\* The Jamaat can provide plates, spoons & cups for an additional fee of £15.00 approx (Contact Mr Kutub Najmuddin)

Cleaners to wash up & clean toilets - £ 20.00 (Contact Committee)

Security Service (Contact Committee)

### Charges:

Hall Hire Only	£75.00 per day
Kitchen Hire Only	£75.00 per day
Hall & Kitchen Hire	£150.00 per day
Hall with kitchen use (outside catering)	£100
Sipara & Food / Ziarat	£75.00 per day
Sipara only	Free of charge

Failure to meet these conditions, the Committee reserve the right to impose penalty charges

Signature(s) ..... Today's Date.....

Print Name(s) ..... Booking Date .....