

# INDIAN MUSLIM FEDERATION (U.K.)



## Application Form for Hire of Hall

Paul Shekleton House, 38 Trinity Close, Leytonstone, E11 4RP

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NAME OF HIRER .....

ADDRESS .....

TELEPHONE NO .....

PURPOSE OF HIRING .....

DATE & DAY OF HIRING .....

TIME OF HIRING

FROM ..... TO ..... NO OF HOURS .....

NUMBER OF PEOPLE .....

IS COOKER REQUIRED YES / NO

(For warming of food only)

I agree and will abide by the Rules and Regulations of the Hire of Hall, copy of Terms & conditions for Hall Hire is attached with this form (Pages 2, 3, & 4)

**SIGNATURE** .....

**PRINT NAME**..... **DATE**.....



2. The security deposit will be refunded after the hire, unless there is a breach of the Terms and Conditions of Hire.
3. Extra amount will be charged per hour or part thereof, if the Hall is not vacated on the time stated on the booking form.
4. Maintain Social/Physical distancing guidelines, as advised by the government and by the local council, from time to time, must be strictly adhered to.
5.
  - a. Leave the premises in a clean and orderly state with the chairs and tables cleaned and stacked.
  - b. The floor and surfaces should be swept or mopped.
  - c. The crockery washed up and was replaced in the correct cupboards.
  - d. Rubbish should be taken out to the green/black skips and bin liners should be replaced.
6. Please advise all your guests not to create any unnecessary noise outside the hall and to keep the level of noise down inside the hall, so as not to disturb the local residents.
7. Indemnify the IMF UK for all costs, damages or expenses arising in any way out of or in consequences of the hiring, and in particular, against liability for any personal injuries suffered by any person or persons using the premises in consequence of the hiring or any action arising out of any breach of law.
8. Any property brought in by the hirer shall be removed after the event from the hall as no storage is available and IMF UK management will not be responsible for any loss or damage to the left property.
9. Make no alteration to the light fittings or other electrics without permission; permit no nail, screw, hook, drawing pin or fastening of any kind to be driven into the structure, furniture or fittings of the Hall.
10. Use the Hall in a manner consistent with its status as a community hall premises and not permit anything to be done which is likely to lead to disorder or to anything contrary to sobriety or decency.
11. No alcohol is to be sold or supplied or otherwise consumed on the premises.
12. Be responsible for compliance with the law in respect of any permission or other legal requirements in connection with any musical numbers, performed in public as required by the Performing Rights Society and the local council.
13. Not to allow dogs (except guide dogs) inside any part of the premises.
14. Be responsible for keeping the Hall keys safe, turning out all the lights and locking up the Hall after use, if requested to do so.
15. Not permit smoking anywhere within the premises or the burning of candles or any other flame.
16. Come to a reasonable arrangement for the use of kitchen facilities (which are not provided for the exclusive use of the Hirer of the Hall), when the Hall and the other rooms are let separately.
17. The management of IMF Hall Reserve the right to enter any part of the premises at any time

18. IMF reserves the right to cancel any booking, in which event, the total charges paid for that booking by the Hirer will be refunded and the IMF shall not be liable to pay any compensation.

19. IMF UK management will not be responsible for any loss of, or damage to, any property brought on to the premises by any Hirer or any other person whatsoever, or for any loss, damage, or injury which may be incurred by or be done or happen to any person or persons whilst on the premises.

### **Penalties and deductions from the security deposit**

20 a. All cleaning shall be done immediately and during the time booked by the Hirer. If cleaning is not carried out to a reasonable standard, the Hirer will be liable for any additional cleaning costs incurred, and the amount shall be deducted from the security deposit.

20 b. Pay on demand the reasonable cost of making good any damage to the building, its decoration, furniture, crockery, or any other property. The cost will be deducted from the deposit.

20 c. Pay on demand the reasonable cost of making good any damage to the building, its decoration, furniture, crockery, or any other property. The cost will be deducted from the deposit.

**I agree and will abide by the above-mentioned terms and conditions of the hire of Azaad hall.**

**SIGNATURE** .....

**PRINT NAME**.....

**DATE**.....