

TERMS & CONDITIONS HALL HIRE AL ZAHRA CENTRE WATFORD

The following need to be agreed and a Hire Form completed, signed and returned at least 7 days prior to the event to the Jamaat Secretary.

1. All bookings fall under the jurisdiction of the Executive Committee, who will oversee all the programmes held in the Centre. Approval of any reciters/lecturers has to be confirmed with the Secretariat in advance for the booking period and the content therein agreed.
2. Any furniture or item brought in for the hire period should be removed and the area left tidy at the end of the hire period with all rubbish bags removed and any spillages cleaned.
3. Hiring is limited to the areas agreed within the Centre. It is the responsibility of the hirer that no other areas are accessed by any persons during the hire period.
4. Equipment found in the building must not be removed or relocated or settings adjusted on speaker/camera/pa systems.
5. Breakages and losses are the full responsibility of the hirer and will have to be paid for. The Jamaat's Executive Committee will not be responsible for the loss or damage to any personal belongings brought to the Centre.
6. The lights, heating and ventilation systems in the building must be switched off on leaving the premises.
7. The hire charges for the halls must be paid for in advance to the treasurer and a receipt obtained.
8. Timings agreed for the hire period are to be adhered to; if timings are exceeded extra charges may be levied.
9. Car Park and other Jamaat rules are to be adhered to by all parties as displayed on the notice board including in the Ladies section.
10. No fixtures are to be attached to the walls or ceiling in the building without prior permission. Permission will only be granted to put up displays if attached using non-damaging material and on the condition that these would be removed at the end of the hire period.

11. The Jamaat strictly forbids any mixed gatherings on the premises.

12. Use of cameras, camcorders and tape recorders are not permitted in the Ladies Hall. If you need to use any of these for special occasions such as weddings etc., then prior permission needs to be sought from the Ladies Co-ordinator.
13. Cleaning at the end of the hire period will be the responsibility of the hirer.
14. The Executive Committee reserves the right to amend and or add further rules or conditions as necessary.
15. If any items or fittings are found to be damaged/unusable at the commencement of the hire these must be reported to the Secretary or Volunteers Coordinator immediately.