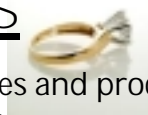




WEDDING GUIDELINES



The ladies committee kindly request you to follow the guidelines and procedures below for any events at the mosque including private functions.

USE OF CAMERAS/ VIDEOS:

1. Photography and videography is ONLY permitted when the bride is sitting down on the settee.
2. No pictures or videos can be taken at any time in the entrance, the cloakroom area, the wudhu area, the mother and baby room, the extension, the corridors, passages or any other area where ladies may be without Hijab.
3. THE LADIES COMMITTEE RESERVE THE RIGHT TO STOP ANY PHOTOGRAPHY/ VIDEOGRAPHY IF THE ABOVE RULES AREN'T FOLLOWED.
4. Please inform all guests and photographers of the above rules.



ARRANGEMENTS:

1. Only a two seater settee will be permitted to be used and positioned between the two pillars. The settee can be placed on either side of the hall.
2. A total number of 10 chairs (five on each side) may be kept for the family members.
3. Three rows of chairs can be reserved in the adjacent hall for guests and family members. Kindly inform the secretary if this is required PRIOR to the event.
4. Wheelchair users will be allocated space by the Ladies Committee on arrival on a strict first come first serve basis.
5. Decorations must be kept within the limits of the two pillars and may not be excessive. Two small vases or small clusters of balloons may be kept if preferred.
6. A maximum of seven gifts may be presented to the bride to ensure smooth running of the events. Recitation of munajaats during the gift ceremony can also be arranged if required.
7. The handshaking ceremony will only take place after the food is served.



We thank you in advance for your co-operation.

For any further queries please contact the secretary.





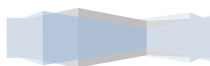
TERMS FOR HIRING HALLS IN MEHFIL-E-ABBAS (A.S.)
K.S.I.M.C OF BIRMINGHAM
17 CLIFTON ROAD, BALSALL HEATH, BIRMINGHAM B12 8SX
TEL/FAX: 0121 446 6437 EMAIL: secretariat@ksmnet.org

The following rules and regulations need to be agreed and a copy of this form signed and returned within 7 days of receipt to the above address marked for the attention of the Manager; failure to do so will result in a possible cancellation of any booking:

1. All bookings fall under the jurisdiction of the Managing Committee, who will oversee all the programmes held in the complex. Approval of any reciters/lecturers has to be confirmed with the Secretariat in advance for the booking period.
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.
3. Hiring is limited to the areas agreed within the building. It is the responsibility of the hirer that, no other areas are accessed by any members of its party.
4. Equipment found in the building must not be removed or relocated.
5. Breakages and losses are the full responsibility of the hirer and will have to be paid for immediately. The Jamaat's Managing Committee will not be responsible for the loss or damage to any personal belongings brought to the centre.
6. The lights 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/administrator and a receipt obtained
8. Timings agreed for the hire period are to be strictly adhered to; if timings are exceeded extra charges will 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. (Please ask for a copy).
10. No fixtures are to be attached to the walls or ceiling in the building without prior permission. .
11. The Jamaat strictly forbids any mix gatherings on the premises (whether amongst family members or otherwise).
12. For Use of cameras, camcorders and tape recorders please refer to the ?Wedding Guidelines? Document prepared by the Ladies Management Committee. (See notices displayed in the ladies section or obtain a copy from the ladies secretariat)

KSIMC of Birmingham

13. . The Managing Committee reserves the right to stop the use of cameras and camcorders if the hirer fails to adhere and co-operate with the aforementioned guidelines. (See notices displayed in the ladies section or obtain a copy from the ladies secretariat)
14. Any party arranging for food cooked at the Imambargah for a function need to clarify with the Kitchen team/Chef that all utensils used are all washed, dried and stacked away neatly in its original place. it is the responsibility of the hirer to ensure that this is strictly adhered to. All applicable washing up charges should be directly paid after liaising with the Mukhi.
15. If the Jamaat already has a booking on a particular day and another party wishes to book their event on the same day, the Jamaat will only permit the second booking so long as the timings of both events do not clash with one another.
16. Cleaning at the end of the hire period will be the responsibility of the hirer.
17. Managing Committee reserves the right to amend and or add further rules or conditions as necessary.



BOOKING REQUEST FORM

1. HIRER'S DETAILS:

Name:

Contact telephone:

Address:

.....POSTCODE:

Email:

Member of KSIMC of Birmingham: Y/N

2. EVENT DETAILS:

Date of event:

Time of event-(hours intended for hire) - From : to

Type of event (circle as appropriate)

Wedding engagement chalismo sattaro mandwo

Other (please state) -

Approx. number of guests expected -.....

Hire request of:

- a. Gents halls
- b. Ladies front Hall
- c. Ladies rear Hall
- d. Ladies extension
- e. SZ Sports Hall (Large)
- f. SZ Sports Hall (small)

<input type="checkbox"/>
<input type="checkbox"/>
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<input type="checkbox"/>

3. ADDITIONAL FACILITIES REQUIRED:

Decoration of Halls: (£20/hr)- Date:

Hours booked: From..... to.....

Kitchen Facility: Cooking warming food tea & refreshments

Use of AV/Microphone system required: Y/N

Hire of additional furniture:

Chairs (number):

Tables (number):

NB: completion of this form does not in itself constitute a booking. Hirers must not assume acceptance and make commitments until written confirmation has been received from the Office. I have read and understood the Terms & Conditions of Hire and accept responsibility in ensuring that the terms & conditions are adhered to and complied with.

Signed:

Date:

Office use only:

Date form received:

Booking confirmed via email- Date:

Additional facilities arranged:

Hall decoration- booked caretaker informed

Kitchen- caretaker & Mukhi informed

AV/MIC AV team informed

Furniture caretaker informed liaised with EB for use of additional furniture

DEPOSIT - (50% of total approximate cost)

Booking deposit - £ Date: Receipt no.

Deposit collected:

.....

COSTS INCURRED:

	Hours	££ (costs incurred)
Hire of Halls/SZ		
Hall decoration		
Hire of Kitchen		
Tabarruk Charges (if any)		
Use of Disposables/Wall paper		
Washing up		
Caretaker Charges		

TOTAL: =====

INFORMATION PROVIDED: _____ DATE: _____

INV. RAISED DATE: _____; invoice no.

NIKAHS HELD AT THE KSIMC Frequently Asked Questions

The following is information regarding a wedding ceremony/nikah conducted at the KSIMC:

Forms & documentation:

Query at the Jamaat office via email or calling the office regarding availability of halls for hire.

Once you have confirmation of availability, then the Hall Booking Request form & Nikah request Application form have to be filled out and returned for a wedding to be registered with the KSIMC.

All forms must be completed and any required documentation as outlined on the forms attached therewith.

Nikah application form should be handed in the office 4weeks before the nikah date booked.

Please note all bookings prior to the Islamic calendar being available will be considered provisional and will have to be confirmed at the start of the New Year. We cannot guarantee lunar dates due to the probability of error due to the sighting of the moon.

Bookings & Decorations:

Fill out the booking form attached and check with secretariat for program start timings and itinerary

You may decide to book a wedding function to coincide with a Jamaat program in which case you must adhere to the published program timings.

If the wedding is booked on a date other than one coinciding with Jamaat program, please check availability with the office prior to confirming any dates.

Ensure all hall decoration bookings are made via the office in advance and liaised with the caretaker accordingly.

Please ensure you have read and understood the terms & conditions of hire of the Imambargah halls/rooms.

Alim/Hadya:

Our resident Alim, Shk Rashid, conducts the nikah ceremony. If coinciding with a jamaat program & a speaker has not been already booked, the office & Tabligh Committee may take into consideration any suggestions or requests wedding parties put forward for an Alim to be invited to lecture but cannot promise that the suggestions will be implemented necessarily. In addition to this, the wedding parties would not be required to pay for any hadya towards the speaker.

However if the wedding parties prefer another individual(s) to perform the nikah then the office request that they:

- a) contact him/them yourselves
- b) discuss the hadya with him/them and
- c) inform the office in advance who will be reciting the nikah for both the bride and groom

Recitors- the same principle as stated above will apply.

Nikah & Nikah Certificate:

During any nikah function, the Nikah proceedings will be conducted and led by the Secretary General.

NIKAHS HELD AT THE KSIMC Frequently Asked Questions

For members of the KSIMC, a nikah certificate is usually issued at no additional cost. If you are not a member of KSIMC and require a certificate; you will incur an administrative charge of £50.00. Please note the nikah certificate that the KSIMC issue is for Islamic purposes and is not recognized by UK law. Therefore, please ensure that all names on the nikah request form are spelt correctly as certificates will be issued using the information provided.

Walima Nyaz:

Wedding with jamaat program: Liaise with Mukhi and Secretary General

If the food is cooked on site then the kitchen use per hour charges will apply (minimum of 6 hrs usually are required for cooking)

The Walima nyaz if being served only and not cooked on site must be in the kitchen well in advance of nyaz servings at least an hour before serving.

Wedding guidelines- decoration & photos etc- Ladies committee:

Ensure you have a copy of the wedding guidelines for mandwo/wedding ceremonies held in the Ladies Imambargah. For further clarification or any queries, kindly liaise directly with Ismat Ramji at iramji@hotmail.co.uk Wedding couches for the bride are available upon request from the jamaat.

Volunteers & Kitchen ? Mukhi:

For private functions, we request that you contact and liaise with the Volunteer Team (Gents & Ladies) and the Mukhi regarding any food arrangements.

If your event is a private function and doesn't coincide with a jamaat program, we request that you drop off 3 invitations to the office for the Ladies Kitchen & Volunteer Team, Gents Kitchen & Volunteer team and the car park Volunteers in order that the office may inform them accordingly.

Charges & payments:

We request that you pay at least the static charges of the approximate total cost applicable at the time of booking. This cost will be calculated by the office at time of booking. After the event, an invoice will be raised with the final total incurred charge and posted or emailed out to you. Kindly settle all dues within 30 days.

Announcements:

Jamaat members enjoy the benefit of the following announcement package:

Two free verbal announcements, the wedding card displayed on the notice boards and emailed on the weekly newswire;

For notifying members personally of invitation:

if the wedding parties would like the invite to be sent to the jamaat mailing list via email and to be displayed on the power point screen according to the jamaat template at jamaat programs, please send a pdf version to secretariat@ksmnet.org latest 4 weeks before the proposed wedding date. This package will cost £15.00

Every additional announcement costs £5.00 each which will be added to the final invoice. We do not supply address labels for wedding invites.

NIKAHS HELD AT THE KSIMC Frequently Asked Questions

Wedding day Itinerary:

For private functions wedding parties are requested to provide the name & contact details of the M.C. (Master of Ceremony) and the itinerary for the day to the office once all arrangements have been confirmed. Ideally this is requested a week prior to the wedding.

Hire of Sayyeda Zainab building halls/rooms for additional ceremonies:

The KSIMC permits the hire of the SZ sports hall for additional programs after the wedding/nikah. We request that Islamic decorum is maintained at all times during the ceremony. Please ensure you have read and understood the terms & conditions of hire of the Syeda Zainab building halls/rooms. All clearing up, set up and organising of the Sports Halls hired will be the sole responsibility of the hirers.
