



**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: secretary@ksmnet.demon.co.uk**

The following rules and regulations need to be agreed and a copy of this form signed and returned within 7 days from receipt to the above address for the attention of the Manager; failure to do so will not guarantee confirmation of booking for the use of the halls:

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 personnel.
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 (see over for charges).
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. Permission will only be granted to put up displays if attached using blue tack and on the condition that these would be removed at the end of the hire period.
11. The Jamaat strictly forbids any mix gatherings on the premises (whether amongst family members or otherwise).

12. Use of cameras, camcorders and tape recorders are not permitted in the Ladies Imambara. 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 Management Committee. (See notices displayed in the ladies section or obtain a copy from the ladies secretariat)
13. Once permission has been granted, any use of cameras and camcorders should be restricted to the bride and immediate family members only. 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. Cleaning at the end of the hire period will be the responsibility of the hirer.
15. Managing Committee reserves the right to amend and or add further rules or conditions as necessary.

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Hire of \_\_\_\_\_ for \_\_\_\_\_ hours from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_  
and \_\_\_\_\_ for \_\_\_\_\_ hours from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_

Hire charge £ \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Number of people expected to use the building during the hire period \_\_\_\_\_

Purpose of hire: \_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Contact Details: \_\_\_\_\_