



Events Registration Form

Today's date _____

Your name _____

Telephone _____

Address _____

Email _____

Whose event is it: Mine Friend/Family Other Please specify _____

Type of event: Aqiqa Wedding Funeral/khatam
Student meeting Other Please specify _____

When will the event take place
Date from Date to
Time from Time to

Number of guests expected
Men Ladies Children

Who will be overall in-charge – client
Telephone _____ Name _____
Email _____

Preferred hall(s)
First floor main hall Community hall Sisters hall Activity/ Scout hall

Would you require equipment to be set-up
Sound System Projector Television Other
Please specify _____

Is kitchen needed
Yes for cooking Yes for heating/serving Kitchen not needed

If yes, who will be responsible (different from overall in-charge)
Name _____ Telephone _____

Will client clean up after event? Yes No

- Clean up includes:
- Returning all furniture and equipment back to their original place
 - Vacuum cleaning of the area used



- Closing all windows and doors – locking the premises if requested
- Turning off all lights
- If kitchen is used – washing all utensils used, cleaning counter tops, mop floor, returning everything back to its place, proper disposal of garbage, replenishing consumables used from the kitchen.

If Dar ul-Isra staff are required to clean after event, there will be an extra charge of £30.

Rates (4 Hours)

Main hall	£200	Community hall	£100	Sisters hall	£50
Activity/ Scout hall	£100	Kitchen	£50	Class room	£10/hour

Prepared Food - **Single Course Meal - £3.00 -- Three Course Meal - £5.00 – Open Buffet - £10.00 per head**

Payment terms

- 50% at time of registration
- 50% before the event

Terms and conditions

- An advance notice of one week at minimum is required for any registration
- Registration can only be confirmed upon payment of the 50% advance fee
- There is no discount for reduced hours or portion of additional hours
- Dar ul-Isra will also require an additional refundable deposit of £50. Any clean-up required post event or breakage will be charged against the refundable deposit. Damage to furniture, equipment and facility would have to be settled by the client
- Client is responsible for maintaining order
- As Dar ul-Isra is a mosque as well, particular care needs to be taken in using everything
- You must be careful of health and safety. It is your responsibility to ensure the safety of those who are attending your function
- You must also ensure safety of children, disabled and other vulnerable people
- Your attendees are themselves responsible for correct parking. Particularly, they must NOT block the road or park on the opposite side of Wyeverne road
- At all times, Dar ul-Isra staff will be polite according to Muslim traditions and we expect our clients also to abide by this.

On the day of your event, you will deal with _____

Signature _____
Dar ul-Isra

Signature _____
Client

For official use

Date and time confirmed to client _____
Hall confirmed to client _____

Advance deposit _____
Kitchen charge _____
Refundable deposit _____
Balance payment received _____
Deductible against cleaning / damage _____

DUI staff signoff post inspection at end of event – Name _____ Signature _____