

Maximum capacity

The Conference hall has a maximum capacity of 100 seated and on no account shall these figures be exceeded

Prices

	Maximum No. of people	Price
Conference Hall	100	£50/hour
Top Floor	150	£50/hour
Minimum booking 2 hours		

Note:

You will be charged for the time booked even if you do not use the space for that time.

Plus Deposit £100 (Refundable providing there is no Damage, Premises are left clean and tidy and all Rubbish taken away)

SUB LETTING

The hall or any part thereof should not be sublet at all.

Application

1. FPM reserves the right in its absolute discretion to refuse any application for hall hire and may refuse to accept an application if the proposed use by a particular organisation or individual presents a risk to public disorder or risks alienating FPM's beneficiaries or supporters and/or may bring FPM into disrepute.
2. All arrangements for the use of FPM facilities are subject to the FPM reserving the right to cancel bookings when the premises are required for use as a Polling Station or are otherwise rendered unfit for the intended use.
3. Sections and affiliated groups of the FPM shall normally have priority use of its facilities, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by the FPM except as provided for in (2) above
4. An application may also be rejected if its intended or proposed activities will cause offence to other users or disrupt other activities of or at the mosque.
5. An application may be accepted with conditions attached. For example, as to an agreed list of conference speakers.
6. A booking can only be confirmed once the Application Form has been returned. Applications cannot be accepted from those less than 18 years of age.
7. Once a booking has been confirmed a contract for hire is established

Payment

1. FPM require payment of the full fee before the date of the event.
2. Payments for hires including all related costs are invoiced by FPM.
3. Deposit of £100 (Refundable providing there is no Damage, Premises are left clean and tidy and all Rubbish taken away)

Cancellation

1. All arrangements for use of facilities are subject to FPM reserving the right to cancel bookings if the premises are rendered unfit for their intended use.
2. In the event of any cancellation or termination of the contract to hire a room or rooms, neither FPM, nor any of its officers shall be liable in respect of any loss, damage sustained, or expenses

incurred by the hirer, or any other person, as result thereof. Hirers are advised to insure against such loss.

3. If the hall-hirer cancels the contract to hire after confirmation of the booking by FPM, the hirer shall be liable to FPM for any costs, expenses and losses incurred by FPM in relation to the contract for hire.

4. All cancellations or termination by a hall-hirer must be in writing. No verbal cancellations will be accepted.

5. If a hall-hirer cancels less than 2 weeks before an event, the full hire charge is payable by the hall-hirer. In cases where a hall-hirer cancels more than 2 weeks in advance, 25% of the full hire charge is payable.

ADVERTISING

No advertisements or posters may be displayed, without prior approval by the FPM

RIGHT OF ENTRY

The hirer will only be allowed to enter the hall at the time specified on their booking confirmation slip. The hirer is responsible for ensuring that time is included in their booking for decorating and setting up before the event and cleaning up and vacating the premises by the time specified on the booking confirmation. Failure to follow these rules will result in the loss of your deposit. The FPM reserves right of entry at all times to its officers, statutory authorities and officers of the Licensing Authority.

Damage, Decoration and Advertising

1. The hall-hirer shall not cause or permit any person connected with the contract of hire to

(a) Drive any nails, screws or other fixings into the walls or floors or into any furniture or fittings

(b) Do anything likely to cause damage to the building or any such furniture or fittings

(c) Display any advertisements relating to the contract of hire by affixing the same to or utilising the support of a lamp-post, guard rail, electricity relay box or any other item of street furniture except with the prior written consent of FPM and/or relevant local authority.

2. The hall-hirer shall pay to FPM on demand, the cost of reinstating or replacing any part of the premises or any property whatsoever belonging to FPM in or upon the premises, which shall be damaged, destroyed, stolen or removed during the period of the contract of hire.

Electrical Installations

All electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989 and/or any other subsequent relevant legislation. FPM shall have no liability and/or responsibility for any claims and costs arising out of such equipment that does not comply with such legislation.

Cleaning

· The Hall, kitchen and toilets must be left clean, tidy and swept. If the kitchen is used, it is the responsibility of Hirers to see that the floor is swept after use and all worktop surfaces wiped clean otherwise a cleaning charge will be made.. The Hall floor must be swept and clean. Please clean but do not wash the hall wooden floor. The tables should be wiped clean. All rubbish is to be removed by the Hirer. All the supplied equipment such as chairs and tables is put away in the as indicated.

Hirers must ensure that all lights are turned off before leaving. The kitchen should be checked to ensure that taps, electrical equipment and the cooker are all turned off.

DRAINAGE AND SINKS

Food, food sauces and other slow dissolving items must not be thrown down the kitchen sink,

Amplified Sound and Music

1. Hall-hirers and organisers of activities at FPM are responsible for ensuring that noise levels of their activities are not such as (a) to interfere with other activities within the Centre and/or (b) to cause inconvenience or nuisance to the occupiers of nearby properties.
2. There is a prohibition against music, live or recorded (and/or any musical instruments (except specific types of drum, to be agreed in writing prior to the event) being played in any part of the Centre irrespective of the type of activity.
3. FPM reserve the right to terminate an event immediately (whether the event has finished or not) without prior written notice should this absolute prohibition be breached or any other conditions attached to the Hall-Hire contract and FPM reserve the right to invoice for the full cost of the event in such cases.

Dress Code

All users of the Centre are required to observe the following dress code:

1. Men and women are required to dress modestly
2. Short clothing are not allowed for neither men nor women in any part of the Centre.
3. Hall-hirers must ensure that their guests are fully aware of and comply with this dress code.
4. In addition, guests wishing to visit the Prayer Halls are required to remove shoes at the entry point

Alcohol, smoking and pork products

1. It is strictly forbidden to consume or take alcohol and/or pork and any related products containing any amount of the same into any part of the Centre.
2. Smoking is prohibited in or in front of the building and also in the Car Park Area.

Health and Safety

1. Hall-hirers, guests and members of the public are required at all times to fully comply with the FPM health and safety rules. A copy of these rules is available at the security office. The Hirer shall comply with all conditions and regulations made in respect of the premises

by the Fire Authority, Local Authority, Local Magistrates Court or otherwise.

2. Strictly no candles are permitted anywhere in the building.
3. No unauthorised heating appliances shall be used on the premises
4. The First Aid box shall be readily available to all users of the premises. It is located in the reception office in the ground floor and must be returned after use. The Lettings Officer must be informed of any accident or injury occurring on the premises
5. Leaders of other groups are advised that no First Aid Box is provided by the Management Committee for general use and each group using the premises is required to make its own provision

FPM LIABILITY

No liability will be accepted by the FPM for any injury or loss however caused and Hirers are urged to arrange adequate insurance cover.

NOISE AND ANNOYANCE

The hirer must ensure no excessive noise, or annoyance is caused to local residents. The Hirer shall be responsible for ensuring that everyone leaving the premises after 10:00pm does so in a quiet manner so as not to cause disturbance or nuisance to the FPM residential neighbours.

DANGEROUS SUBSTANCES

No inflammable chemical, explosive or other dangerous substances may be used or kept on site without written authority of the Director of FPM

ADDITIONAL CONDITIONS

- The FPM reserves the right to make any additional conditions or regulations considered necessary to ensure safety or proper operation of a letting.
- Hirers are required to leave the hall secure, windows and doors locked and to return the keys promptly to the security in charge.
- The floor of the main hall is wooden and care must be taken to protect this. Please ask your guests not to wear stilettos.
- Any parties for persons under 18 must have a supervising adult in charge on the premises at all time.
- No animals or birds allowed on the premises,
- The Hirer shall seek the prior consent of the committee before making an application for a temporary events licence, the committee reserves the right to refuse acceptance of a booking where a temporary events licence is necessary.

Supervision

The hirer or person in charge of an activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. S/he shall not be engaged in any duties which prevent him/her from exercising general supervision.

When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty where under 100 persons are attending the entertainment. (where 100-249 people are present – to three; where 250-499 people are present – to four) All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall familiarise themselves with the fire fighting equipment provided.

Safety of vulnerable people

No activities or groups involving either children or vulnerable adults will be permitted on the premises except with the written agreement of the Management Committee, which will require that the relevant provisions of the Children Act 1989 and subsequent legislation, the Home Office Code of Practice Safe from Harm and any conditions required by the Office for Standards in Education (OFSTED) or by the local Social Services Department (as appropriate) are complied with before giving such permission.

The Management Committee reserves the right to exclude from the premises any organisation that fails to comply with this requirement. In the case of affiliated groups or outside hirers, it is the responsibility of the organisers of the activities concerned to ensure compliance with these requirements, so that only fit and proper persons have access to young children and/or vulnerable adults and that such persons shall at all times be in attendance upon children and/or vulnerable adults who are on the premises for the activities concerned.

Supply of food and drink

Only persons, who have satisfactorily undertaken any relevant training required by the Council's Environmental Health Department, and otherwise satisfied the requirements of current

legislation, shall be permitted to handle food on the premises. Such persons at all times shall observe the Code of Conduct displayed in the kitchen.

Loss of property

The FPM cannot accept responsibility for damage to, or the loss or theft of, centre users' property and effects.

Hirers must be certain that all windows and doors are securely shut and locked before leaving and the key returned to the security in charge.

Check List for hirers:

Before admission of the public ensure that:

1. All exit doors are unlocked and the push-bar mechanism tested and in good working order.
2. ESCAPE ROUTES ARE FREE from obstruction and available for use.
3. Any fire doors are CLOSED and NOT wedged or propped open.
4. Fire fighting equipment is in place and unobstructed. (Extinguishers must not be removed from walls and used as door stops – Fire Doors must not be propped open).
5. Exit signs are illuminated.
6. There is no obvious fire hazard in, or near, the building.

At start of a function:

1. Make group/audience aware of position of Fire Exits.

At end of function:

1. Search for signs of fire.
2. Check heaters and cookers are turned off.
3. Check ALL electrical appliances are turned OFF and unplugged.
4. Turn out all lights. Close all internal doors.
5. Secure all outside doors and windows.

Hall Hiring Agreement

Between (name and Address) _____

Contact Tel: _____

and FPM Trustees and Committee

We the above hereby agree to the terms and conditions set out in the above document 'FPM Hall – Hiring Terms and Conditions', and are bound by those terms.

date of hire (dd/mm/yyyy) ___/___/_____

From _____ am/pm* to _____ am/pm* (*delete as necessary)

[Latest time is 10.00 pm]

Signed _____

date _____

(Signed on behalf of FPM) _____

I enclose a cheque / cash for: £ (deposit/total rent)

Cheques are made payable to Finsbury Park Mosque