



Events Application Form

- Completed form must be handed to a member of the Management Committee or emailed to eid.bristol@gmail.com for consideration. Please note further details may be requested from you before a decision is made.
- Please read the Easton Islami Darasgah 'Hire Policy and Agreement for hire of facilities' document **before** completing this form.
- Please note filling in the form does not guarantee acceptance of the event booking until and unless it has been approved and confirmed by the Management Committee and both parties sign the Hire Agreement Form.

Applicant Details

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| Name | | Age | |
| Full Address including Postcode | | | |
| Phone & Email | | | |
| Are you applying on behalf of an organisation? | <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, please insert the organisation name below). | | |

Event Details

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| Indicate type of event | <input type="checkbox"/> Workshop, Seminar, or Lecture <input type="checkbox"/> Muslim Wedding <input type="checkbox"/> Other (If Other, specify below). | | |
| Event description & purpose | | | |
| Number of people to attend event (including children) | | Indicate if men only, women only or mixed | <input type="checkbox"/> Men only <input type="checkbox"/> Women only <input type="checkbox"/> Mixed |
| Event date | | Event Start Time (including set-up) | Finish Time (including clearing-up) |
| Is food or refreshments to be served? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, indicate type of food/refreshments to be served | <input type="checkbox"/> Tea/Coffee/Water/Biscuits <input type="checkbox"/> Hot food (No cooking allowed inside the premises) <input type="checkbox"/> Other (If Other, please specify below) |
| Any other additional information you would like to mention | | | |

Facility Details – Please note you are responsible for setting up facilities for the event and for clearing up afterwards including putting facility items (tables, chairs etc) back in their proper storage location, cleaning, tidying and taking all your waste and litter away with you from our premises. No shoes are permitted to be worn inside any part of the premises. There are shoe racks available in all sections of the premises.

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| Rooms required | <input type="checkbox"/> Downstairs Hall (Capacity 60-100) (£25 per hour) <input type="checkbox"/> Upstairs Hall (Capacity 60-100) (£25 per hour) <input type="checkbox"/> Conference Room (Capacity 30-40) (£15 per hour) |
| Facilities required (Some facilities may not be available – please check) | <input type="checkbox"/> Chairs (£10) <input type="checkbox"/> Tables (£15) <input type="checkbox"/> Projector (£10) <input type="checkbox"/> Utensils Pots (£10 per pot) <input type="checkbox"/> Kitchen Use (£15 per hour) <input type="checkbox"/> Other (If Other, please specify below) |
| Any special requests or any other additional information | |

Declaration

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| <ul style="list-style-type: none"> • I declare that the above information is true and correct to the best of my knowledge and belief. • I understand that in no event will Easton Islami Darasgah be liable for any damages including, without limitation, indirect or consequential damages, or any damages whatsoever arising from the use or in connection with such use or loss of use of Easton Islami Darasgah premises, whether in contract or in negligence. • I understand any damages to the facilities of Easton Islami Darasgah (including to the carpet) caused by event attendees through negligence, recklessness or wilful actions must be paid for. • I grant permission for Easton Islami Darasgah to store my personal details for the purpose of requesting an event at Easton Islami Darasgah premises and I do not authorise it to be used for any other purpose. • I understand permission will only be sanctioned if it fits in with the beliefs, policies and values of Easton Islami Darasgah. I understand the decision of Easton Islami Darasgah in this matter is final. • I agree to abide by Easton Islami Darasgah's Mission Statement and agree to follow the instructions of the Management Committee regarding the event. • I have read the attached document 'Easton Islami Darasgah Hire Policy and Agreement for hire of facilities' and I agree to the terms and conditions contained therein, including the dress code. |
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Must be signed by applicant.

| Signature | Print name | Date |
|-----------|------------|------|
| | | |

For Office Use Only

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|--|----------------------------|---|--|
| Date Events Booking Form Received: | | Event Content Approved By: | |
| Hire Fee for Event Agreed: | | Date Hire Fee Received: | |
| Refundable cash deposit Date received: | £ | Deposit returned: Date returned: | <input type="checkbox"/> Yes <input type="checkbox"/> No If No, specify reason |
| Hall or Rooms allocated to event: | | Event Date: Event Start time: Event End time: | |
| Other facilities allocated to event: | | | |
| Duties Assigned To: | Open premises: | | |
| | Event monitoring: | | |
| | Event clean-up monitoring: | | |
| | Final checks: | | |
| Additional relevant Information regarding booking (Include any conditions) | | | |