



Easton Islami Darasgah

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Islam: The complete code of life.



**Greenbank
Masjid**

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Bristol,
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Easton Islami Darasgah

Hire Policy and Agreement for hire of facilities

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Introduction

Easton Islami Darasgah, also known as Greenbank Masjid and Education Centre, (hereafter referred to as “the GBM Centre”) is a registered charity (1040850) with the Charity Commission. Our facilities were designed with the community in mind and can be used for a wide range of events. We welcome hirers and their guests.

Within the context of this agreement, events refer to:

- Meetings
- Classes / courses / training sessions
- Community events
- Muslim Weddings
- Talks / seminars
- Exhibitions
- Functions organised by individuals or organisations

Within the context of this agreement, guests refers to anybody attending or participating in an event.

This agreement applies to any event taking place within the GBM Centre including those organised by its own internal committees or events in the prayer halls (where the payment/financial components of this agreement may not be applicable).

Wedding hire at the GBM Centre is only available for Muslim weddings. Hirers should ensure they require a wedding in an Islamic environment where men and women are seated separately and proper Islamic dress code and etiquettes are observed.

Any events where the majority of attendees are Muslim will be required to be segregated.

Segregation will not be required for events primarily attended by non-Muslims but the GBM Centre dress code must still be adhered to. Please refer to Dress Code in the General section.

Hirer's should ensure that guests are informed about the event arrangements in advance, particularly the timing of the event and the seating arrangements for men and women.

The call to prayer (adhan) is broadcast over the GBM Centre's speaker system shortly before each prayer. The Mosque Office can advise if your event is at one of these times.

The GBM Centre is committed to encouraging its visitors to avoid driving and using alternative means of transport. This is in the interests of the environment, reducing traffic congestion around the Masjid and being considerate to its neighbours. Please encourage those attending your event to avoid driving and to use other means of transport, if possible.

Facilities for hire at the GBM Centre

The following facilities are available for hire at the GBM Centre

- Small conference room in Education Centre
 - Downstairs prayer hall in Education Centre
 - Upstairs prayer hall in Education Centre
 - Large kitchen in Education Centre
1. For details of fees please contact the GBM Centre Bookings Officer or request an online copy of the booking form by emailing eid.bristol@gmail.com. The actual capacity will depend on your seating layout.
 2. The Rooms are booked on a per hour basis and the Bookings Officer will be able to advise of any minimum session times.
 3. The GBM Centre communal access areas (including external areas and lobby areas) are not available for hire. No tables, stalls, banners, leaflets, publications, advertisements or other items can be placed or distributed there, unless it is agreed by the GBM Centre Management in writing beforehand.
 4. The GBM Centre has no car parking facilities. Use should be made of the local car parking facilities. Care should be taken to park legally and not to cause noise or disruption to our attendees and neighbours when parking.

General

1. **Easton Islami Darasgah, also known as Greenbank Masjid and Education Centre** (“the GBM Centre”) is a registered Charity, registration number 1040850. It is a non-profit-making organisation providing a facility where Muslims can worship and to provide a community facility for the inhabitants of Bristol. The GBM Centre facilities include the Education Centre prayer halls, conference room and kitchen. All of these spaces are available for hire.
2. **Your agreement to our terms and conditions.** By booking or using any part of the GBM Centre for any social activity, either individually or on behalf of a group, club, or organisation, you are agreeing to these terms and conditions as set out in this document. We may amend these terms and conditions from time to time.
3. **Hours of opening.** The GBM Centre will normally be open for congregational prayers and during educational sessions from 4.30 pm to 7.30 pm on weekdays, or at other times by prior arrangement.

4. **We reserve the right to cancel** any social activity at any time, should we need to do this. We will try to give you as much notice of this as possible, and will refund you any fee paid. We will not be liable for any other expenditure or loss caused by a cancellation.
5. **Your Liabilities.** The person or organisation official who makes a booking to use the GBM Centre's facilities is liable for any damage caused to equipment or to the GBM Centre itself, both internally and externally. This excludes fair wear and tear. Any loss or damage to fixtures, fittings or GBM Centre property must be reported to the designated person in charge or a member of the management committee immediately.
6. **Consideration for other users and local residents.** Please leave the booked areas clean and tidy. When using any facilities, and when leaving the GBM Centre, please keep noise levels to a minimum. This is especially important when leaving in the evenings.
7. **You are responsible for** all your possessions while you are at the GBM Centre. We do not accept any liability for any loss or damage.
8. **Photography and filming.** Please do not take photographs, or make films or sound recordings inside any part of the GBM Centre, unless by prior arrangement, and with a GBM Centre management committee member present. You may not grant broadcasting rights for such recordings without the prior consent of the GBM Centre management, who may impose conditions with which you must comply.
9. **Parking** outside the Centre is very limited. Parking is at your own risk, and we cannot accept liability for any loss or damage to your car or possessions inside it.
10. **Footwear and clothing.** You should wear appropriate clothing for your activity while using the facility. Women are required to dress modestly. *No shoes are permitted to be worn inside any part of the GBM Centre.* There are shoe racks available in all sections of the GBM Centre.
11. **Food and drink.** Food and drink is only allowed to be consumed on the premises with express permission from the management committee. Food is not allowed in certain parts of the building. Non-alcoholic drinks are permitted but please clear up any spillages immediately, for safety reasons.
12. **The consumption of alcoholic drinks** in the GBM Centre is not permitted at any time. We will ask anyone drinking (or who appears to have been drinking) to leave the GBM Centre. This also applies to anyone who appears to be under the influence of drugs or other illicit substances.
13. **Dress code.** Please abide by our dress code: long sleeve tops and ankle length trousers/skirts. For women, a headscarf for the prayer hall will be required; the Mosque can provide headscarves if needed.

14. **Bad behaviour.** Aggressive, violent or other unacceptable behaviour towards our staff, committee members, volunteers or other users of the GBM Centre will not be tolerated, and instigators will be barred from using the GBM Centre. This applies to the whole GBM Centre, including outside areas such as the forecourt.
15. The GBM Centre is private property, and the GBM Centre management committee have the authority, while exercising their reasonable discretion, to require anyone to leave the GBM Centre immediately.
16. **Indemnity.** The Hirer shall indemnify and keep indemnified each of the Trustees of Easton Islami Darasgah (also known as Greenbank Masjid and Education Centre) and their employees, volunteers, agents and invitees against:

the cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises

against all actions, claims, and costs of proceedings arising from any breach of the Booking Conditions

all claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the Premises (including the storage of equipment) by the Hirer
17. **Insurance.** Please ensure that your insurance policy covers you for any activities that you or your group/club members undertake at the GBM Centre.

Data privacy

1. Any information that you provide about yourself, children for whom you are responsible, or your organisation will only be used for our own administration purposes. Any emergency contact, health or other relevant information is requested only for use to assist in emergencies, and does not imply any specific expertise or liability by the GBM Centre or its staff, management committee or volunteers in relation to such information.
2. We monitor the premises internally and externally with closed-circuit television (CCTV). This is for safety and security reasons. We will store the recordings securely for an appropriate length of time.

Registration and booking

1. There is no requirement for membership of the GBM Centre, but you will need to complete the GBM Centre's events booking form in order for the GBM Centre management to consider your request. Please note filling in the form does not guarantee acceptance of the event booking until and unless it has been approved and accepted by the GBM Centre management, and both the GBM Centre management and you have signed the Hire Agreement section at the end of this document. Your application may be accepted with conditions attached. For example, as to an agreed list of conference speakers.
2. All fees are charged at the time of booking (following confirmation and to validate the booking), by cash or cheque or bank transfer at the Mosque office.
3. Bookings can only be accepted from adults (over the age of 18), who will be responsible for properly supervising any children they have booked, and must not leave such children unattended.
4. **Cancellations.** For block bookings, we ask you to give us at least seven (7) days notice of cancellation, so that other users can book facilities. For individual bookings, you must give us a least 24 hours notice of cancellation. If you do not give us notice of cancellation as set out here, we cannot issue a credit note.

This condition also applies to "no show" situations when insufficient people turn up for an event or other activity.
5. All bookings are on a "first come-first served" basis. If there is a clash of bookings, the GBM Centre management has the authority to make a decision. Since some time slots for certain facilities are fully booked in advance, we recommend that you check with the GBM Centre management.
6. Set-up time and Clear-up time is included in your booking time.

Health and safety

1. **Child and vulnerable persons protection.** The GBM Centre has a strict protection policy in place. These can be viewed on request from the management committee. If you (or your organisation) are working with, or are supervising children or vulnerable adults (except your own family members) it is your responsibility to obtain DBS clearance. We will not accept any liability arising from your failure to do this.
2. **Public notices.** Please observe all the health and safety and house rules notices posted in the GBM Centre, which are there for your guidance and protection.
3. **Fire and Emergency procedures.** You must ensure that all persons using the Centre within your group, or for whom you have responsibility, are fully aware of the

fire and emergency procedures and fire exits (see the Fire Safety Instructions that are posted in the building).

If the fire alarm sounds, you must immediately and calmly leave the GBM Centre by the nearest available exit, meet at the Fire Assembly Point on the corner of St. Leonards Road (by the Church), and comply with any directions given by the GBM Centre staff, management committee, volunteers and emergency services.

4. All users must ensure that the fire apparatus on the premises is not interfered with in any way, and you must ensure that no emergency exits are locked, obstructed or left open.
5. **Fitness.** It is your responsibility to ensure that you are fit to participate in whatever activity you intend. We cannot accept responsibility for any health or injury issues arising from activities you may undertake at the GBM Centre, nor for any injuries you may cause to others. If you feel unwell or are in pain, you must stop your activity immediately and report the problem to the GBM Centre management committee member on duty or your instructor, if applicable.
6. Please note that none of our staff or volunteers is medically qualified (except for those who hold a current First Aid certificate), and so cannot advise you on health matters.
7. **Asking for help.** Please be aware that some equipment can be heavy. Ask for help if you need to move any heavy item.
8. **Policies.** We have the following policies in place, and the use of the GBM Centre is subject to these policies:

Health and safety; and
Child protection and safeguarding.
9. **Personal Belongings.** You are responsible for any risk to your possessions left in the building, and we cannot accept responsibility for any loss or theft. The GBM Centre management will clear all areas at the end of each day, and store items for collection for a limited time only. You must not leave any illegal items, valuable items, food, inflammable or hazardous products in the building. Any items not claimed after 28 days will be recycled or otherwise disposed of.
10. **Portable Electrical Appliances.** No Portable Electrical Appliances may be brought onto the premises of the GBM Centre without first obtaining prior permission from the management committee. You are responsible for ensuring that any electrical appliances you bring are safe and used in a safe manner and comply with the Electricity at Work Regulations 1989.
11. Additional terms and conditions relating to the hire of facilities at the GBM Centre for public and private functions are listed in Schedule 1.

Schedule 1

Hire of GBM Centre facilities for public or private functions

1. Use of the GBM Centre facilities for public or private functions will be by agreement between you and the GBM Centre management committee. You agree to pay the specified hire rate plus a refundable damage deposit (the amount of which will vary depending on the type of event/function being held).
2. The refundable deposit will be refunded providing there is no Damage, Premises are left clean and tidy, all facility items put back in their correct storage location and all Rubbish taken away from the premises. Payment is due in advance and must be received no less than seven (7) days prior to the hire agreed.
3. On completion of the function, you must leave the premises clean and tidy and free of litter and refuse. **You must take all your litter and refuse with you from the premises.**
4. You are responsible for setting up for the event (setting chairs, tables, other equipment etc) and for clearing up afterwards including cleaning, tidying and putting items (chairs, tables etc) back in their correct storage locations.
5. No advertisements or posters may be displayed, without prior approval by the GBM Centre management.
6. You shall not interfere in any way with the switchboard, electricity or gas fittings, meter fittings or fixtures on the premises.
7. You shall not cause or permit any person connected with the hiring to drive any nails, screws or other fixings into the walls or floors or into any furniture or fittings, or permit to be done anything likely to cause damage to the building or any such furniture or fittings.
8. You are responsible for ensuring that time is included in the booking for 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.
9. You are solely responsible for the well-being and safety of users and occupiers of the premises hired out under the terms of your agreement with the GBM Centre. You will indemnify us against all loss or damage (fair wear-and-tear excepted) and personal injury arising from such use, howsoever caused. The amount of your liability to us under this indemnity is not limited to the amount of the deposit.
10. Any items and/or equipment brought onto the GBM Centre premises for the event must receive prior permission by the GBM Centre management. No hazardous items must be brought onto the premises.

11. You must ensure that no more than the permitted number of persons are present in the GBM Centre. The maximum number of persons allowed is 150 – 240 depending on the setup of the rooms.
12. Any utensils (eg pots) hired by you must not be taken out of the premises. Utensils must be returned washed and dried.
13. Strictly No alcohol may be brought or consumption on or off the premises.
14. If you or your invitees are found to be in serious breach of the terms of your agreement with the GBM Centre, we reserve the right to terminate the use of the space hired immediately, and there will be no refund of the hire charge.
15. You have the right to cancel your agreement with the Centre on giving no less than fourteen (14) days notice in writing to the GBM Centre management committee. We will refund any monies paid unless we have already incurred costs that are specific to your booking that cannot themselves be refunded. In the event that you cancel your booking, you accept responsibility for the settlement of any such costs.
16. In the event that the GBM Centre is unable to provide the space booked under your agreement because of circumstances outside its control (for example flooding, fire, interruption of the power supply or a heating failure), we will endeavour to offer an alternative booking or refunding all monies already paid under your agreement. You acknowledge that we will not be responsible for any losses, financial or otherwise, that you may suffer as a result of any such cancellation.

The GBM Centre Management Committee
January 2020

HIRE AGREEMENT – PART 1

Purpose of hiring.....

Total number of guests

Period of hiring

Date.....

Hours.....

Hiring Fee £.....

Refundable deposit £.....

Full amount due £.....

Payable on or before.....

Cheques should be made payable to
Easton Islami Darasgah

Hirer

Name.....

Address.....

.....

Telephone.....

E-mail.....

HIRE AGREEMENT – PART 2

The individual and/or organisation detailed below accept the definitions, terms and conditions of hire as set out in this document and the original booking form.

SIGNED by or on behalf of the Hirer Date

Print Name Group (If applicable)

SIGNED on behalf of GBM Centre:

DATE:

Print Name: Job Title:

FOR BOOKINGS INVOLVING CHILDREN, YOUNG PEOPLE UNDER 18 AND VULNERABLE ADULTS

CHILD PROTECTION STATEMENT

The Hirer accepts full responsibility for ensuring that an appropriate Child Protection Procedure is in place and is observed by all persons on the premises involved with children and young persons under the age of 18 during the course of the event for which the premises have been hired.

SIGNED on behalf of the Hirer Date

Print Name: Group (if applicable)

SPECIAL CONDITIONS –