JAMIAT ITTIHAD-UL-MUSLIMIN

Registered Scottish charity no. SC013142

GLASGOW CENTRAL MOSQUE

Hall Booking Form

v1.0

Please complete this form and return it to the Main Office at Glasgow Central Mosque.

Hiree

Full name			
Address			
Postcode		Telephone	
Organisation details	Name:		Charity no:

Booking details

Date	/ /	Start time		End time	
Event type	☐ Wedding ☐ Fundraiser ☐ Other, please specify: _____				
Event details & hall setup	Guest speakers: _____ Activities: _____ Setup time: _____ No of guests: _____ No of tables: _____ No of chairs: _____ Kitchen required: ☐ Yes ☐ No Start time: _____ End time: _____ Caterer name: _____ Telephone: _____				

Rates

Weddings / Conferences / All other events		Registered UK charities		Kitchen
Mon to Thu - £1,200	Fri to Sun - £1,500	Fundraising - £1,000	Non-fundraising £800	£50.00 per hour (4 hrs min)

Declaration

☐ I confirm full payment of the relevant rates will be paid prior to the event.

☐ I agree to abide by the Conditions of Let which I have read.

☐ I confirm that the information provided above is accurate

Signed _____ (Hiree) Date _____

Official use only

Invoice no		Invoice to					
Deposit paid by		Amount	£	Date		Method	
Remaining paid by		Amount	£	Date		Method	
Checked by		Date					