

Maximum capacity

Basement Hall 100

Ground Floor 60

2nd Floor 30

Hiring Rates

Below are our standard hiring rates. Rates are discounted for community related activities and multiple bookings.

Half Basement Hall - £40 p/hr.

Full Basement Hall - £80 p/hr.

Ground Floor- £50 p/hr.

2nd Floor - £30 p/hr.

Kitchen Use - £50 p/hr

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 hired or any part thereof should not be sublet at all.

Application

1. Al-Ansar IEC 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 Al-Ansar's beneficiaries or supporters and/or maybring Al-Ansar into disrepute.
2. All arrangements for the use of Al-Ansar facilities are subject to Al-Ansar reserving the right to cancel bookings when the premises are rendered unfit for the intended use.
3. Sections and affiliated groups of the Al-Ansar IEC shall normally have priority use of its facilities.
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. Al-Ansar IEC require payment of the full fee a minimum 14 days before the date of the event.
2. Bookings approved at short notice with less than 14 days to go will need to be paid immediately.
3. Payments for hires including all related costs are invoiced by Al-Ansar IEC.
4. Deposit of £100 (Refundable if there is no Damage and area is left clean and tidy with all rubbish removed).

Cancellation

1. All arrangements for use of facilities are subject to Al-Ansar IEC 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 Al-Ansar IEC, 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 Al-Ansar IEC, the hirer shall be liable to Al-Ansar IEC for any costs, expenses and losses incurred by Al-Ansar IEC in relation to the contract for hire.

4. All cancellations or termination by a hall-hirer must be in writing to admin@masjidansar.com . 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 Al-Ansar IEC

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 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. Al-Ansar IEC reserves right of entry at all times to its officers and statutory authorities.

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 Al-Ansar IEC and/or relevant local authority.

2. The hall-hirer shall pay to Al-Ansar IEC on demand, the cost of reinstating or replacing any part of the premises or any property whatsoever belonging to Al-Ansar IEC 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. Al-Ansar IEC 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 used, kitchen and toilets where applicable 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. The tables should be wiped clean. All rubbish is to be removed by the Hirer. All the supplied equipment such as chairs and tables are put away 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.

Amplified Sound

1. Hall-hirers and organisers of activities at Al-Ansar 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 being played in any part of the Centre irrespective of the type of activity.
3. Al-Ansar IEC 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 Al-Ansar IEC 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 is 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 are required to remove shoes at any entry point where it is clearly indicated.

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.

Health and Safety

1. Hall-hirers, guests and members of the public are required at all times to fully comply with the Al-Ansar IEC health and safety rules. A copy of these rules is available at the reception office. The Hirer shall comply with all conditions and regulations made in respect of the premises by local or governmental authorities.
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. Centre management must be informed of any accident or injury occurring on the premises and record in the Accident log.
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

Al-Ansar IEC Liability

No liability will be accepted by Al-Ansar IEC 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 Al-Ansar IEC residential neighbours.

Dangerous Substances

No inflammable chemical, explosive or other dangerous substances may be used or kept on site without written authority of Al-Ansar IEC

Additional Conditions

- Al-Ansar IEC 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 any keys promptly to the security in charge.
- Any activities for persons under 18 must have a supervising adult in charge on the premises
- 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 license, the committee reserves the right to refuse acceptance of a booking where a temporary events license 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.

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 firefighting 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

Al-Ansar IEC 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 where applicable and agreed.

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. Firefighting 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.

Emergency Contact

In case of emergencies, please contact the number provided at the time of booking.