

SWANSEA MOSQUE | MOSG ABERTAWE

159a St Helens Rd, Swansea, SA1 4DX
Tel – 01792 654532

info@swanseamosque.org
www.swanseamosque.org

Swansea Mosque Room or Event Hire Policy

1 Welcome

- 1.1 The Swansea Mosque warmly welcomes hirers and guests. Our facilities were created to accommodate Islamic religious services, public events, conferences, seminars, etc.
- 1.2 If you have any queries about the terms and conditions of this agreement, or require any further information, please contact the Swansea Mosque Office.
- 1.3 It is the responsibility of the hirer to maintain the respect and etiquettes of the Mosque and its surroundings.
- 1.4 Call to prayer: The Swansea Mosque is a religious building. The call to prayer (adhan) is broadcast over the speaker system shortly before each prayer.

2 Prices and Payment Method

- 2.1 The Swansea Mosque accepts payment through cash, cheque or BACS
- 2.2 An initial payment of 50% of the total cost must be paid before a booking can be confirmed.
- 2.3 The remaining balance must be paid before of on the date that has been booked.
- 2.4 If the initial payment is made by cheque, the booking will not be confirmed until the cheque has cleared the SWANSEA MOSQUE bank account.
- 2.5 The tables below provide background information about the facilities and details of the capacity available for hire in relation to Conference Hall. For other rooms and facilities please enquire at the SWANSEA MOSQUE Office.
- 2.6 Volunteers subject to availability can be provided with an additional charge of £30 to help set-up/clear away. The Wedding/Banquet packages below include this free of charge
- 2.7 Kitchen access can be added with an additional £50.

Main Conference Hall - For Wedding/Banquet

Package1 (100 people)	Package2 (200 people)	Package3 (300 people)
£200	£300	£400
Package1 will include (9) tables, chairs and access to the kitchen	Package2 will include (18) tables, chairs and access to the kitchen	Package3 will include (max) tables, chairs and access to the kitchen

These packages do not include cloths, cutleries, plates and glasses. However they do include set-up/pack away support upon request.

SWANSEA MOSQUE can provide the above resources with additional charge as mentioned below

Table Cloths	Glasses	Plates	Cutleries
£4 per table cloth	10p per glass	25p per plate	6p per individual cutlery

Main Conference Hall - For Other Events, etc.

Seminars and Lectures	Badminton	Other Sports/Activities
£15 per hour	£6 per hour per court	£12 per hour

3 Booking procedure

- 3.1 Bookings can only be made using the official booking form attached in the appendix
- 3.2 The booking form is available at the SWANSEA MOSQUE Reception or by emailing using the contacts provided
- 3.3 Submission of the booking form does not confirm the booking until you have received a confirmation email or letter from the SWANSEA MOSQUE management committee.
- 3.4 Bookings will not be accepted from persons less than 18 years of age.
- 3.5 The SWANSEA MOSQUE may, if it deems necessary, request additional information.
- 3.6 The SWANSEA MOSQUE reserves the right to refuse or cancel any bookings as well as alter any rooms if necessary. The SWANSEA MOSQUE does not have to give any reason for refusing a booking.
- 3.7 Priority will always be given to Salah, Madrasah and SWANSEA MOSQUE Programs.

4 Cancellation

- 4.1 The SWANSEA MOSQUE reserves the right to cancel bookings if the facilities are considered unfit for the intended use.
- 4.2 The SWANSEA MOSQUE reserves the right to cancel bookings that vary from what is agreed in the booking form.
- 4.3 In the event of any cancellation or termination of the hiring no liability shall fall upon the SWANSEA MOSQUE, or any staff of the SWANSEA MOSQUE, in respect of any loss sustained or expenses incurred by the hirer, or any other person, as a result thereof.
- 4.4 Cancellations or terminations will only be accepted in writing and deemed effective upon receipt by the SWANSEA MOSQUE Office. Any deposit paid will be returned.

5 Health & Safety

- 5.1 The hirer must ensure the caterer/hirer clears away any waste foods, drinks and other items.
- 5.2 The hirer must ensure the caterer cleans any spillages on the floor.
- 5.3 Oil and other waste must not be poured down sinks.

6 Damages and Advertising

- 6.1 The hirer shall not cause or permit any person to drive any nails, screws or other fixings into the walls or floors or into any furniture or fittings or permit anything likely to cause damage to the building or any such furniture or fittings.
- 6.2 The hirer shall repay the SWANSEA MOSQUE on demand, the cost of replacing any part of the premises or any property belonging to the SWANSEA MOSQUE, which shall be damaged, destroyed, stolen or removed during the period of hiring.

7 Dress code

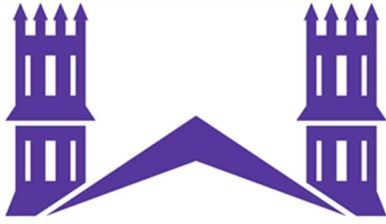
- 7.1 The Swansea Mosque is a religious building, and therefore please respect the sanctity of a worship place.
- 7.2 See-through, revealing or low-cut clothing is not permitted.

8 Food and Drink

- 8.1 The consumption of alcoholic drinks is strictly forbidden. No alcoholic drinks should be brought into the SWANSEA MOSQUE premises.
- 8.2 All food brought into the SWANSEA MOSQUE or consumed therein must be Halal.
- 8.3 SWANSEA MOSQUE operates a no Smoking policy in all its premises

9 Permission to Film and/or Broadcast

- 9.1 The hirer shall not film or broadcast any part of The SWANSEA MOSQUE without prior permission of the SWANSEA MOSQUE.



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Swansea Mosque Room or Event Hire Booking Form

Booking Details	
Full Name	
Name of Group/Organisation	
E-mail Address	
Telephone Number	
Address	
Postcode	
Event Details	
Type of Event	Wedding <input type="checkbox"/> Banquet <input type="checkbox"/> Course <input type="checkbox"/> Meeting <input type="checkbox"/> Conference <input type="checkbox"/> Sports <input type="checkbox"/> Other <input type="checkbox"/>
Title of Event	
Regular	
Frequency	One Off/Weekly/Monthly Starting Date:
If Weekly Please Specify Day(s)	Mon Tue Wed Thu Fri Sat Sun
If Monthly Please Specify Week(s)	<input type="checkbox"/> 1 st week <input type="checkbox"/> 2 nd week <input type="checkbox"/> 3 rd week <input type="checkbox"/> 4 th week
Time Required (please specify)	Start: _____ Finish: _____
Which Room(s) Required	

By signing you agree with the SWANSEA MOSQUE Policy for Room or Event Hire

Signature of Hirer _____ Date _____

For Office Use Only			
Booking Approved	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Payment	Agreed Amount £	Deposit £	Full payment £
Authorised by			
Signed			
Date			

