



Event Booking Form

Date: _____ Type: _____ Majlis/Jashan/Wedding/_____

Full Name: _____ Telephone: _____

Address: _____ Mobile: _____

_____ Email: _____

Date of Event: _____ Time/Duration: _____
(English/Islamic)

Name and Country of Speaker: _____

Niyaz: _____ Served/ Distributed (*please select as appropriate*)

Hall Bookings	Charges: Members	Please tick	Charges: Non-Members	Please tick	Kitchen Use	Charges	Please tick
Hall No. 1,2 & 3	£200		£250		Kitchen	£100	
Hall No. 1 (Gents Hall)	£150		£200		Idara Plates/ Spoons/ Cups Take Away Containers	£80 £30 box	
Hall No. 2 & 3	£100		£150		Tea	£20	
Hall No. 3 (Ladies only)	£80		£100		Cleaning	£60	
DVD Recording	£25		£25				
SMS message	£25		£25				
Cooking for personal events outside Idara			£50				

I/We agree:

- To abide by the rules of the idara's constitution
- To Follow the Idara-e-jaaferiya Code of Conduct. Copy available on Idara Notice Board and website
- That all costs in relation to this event will be paid in full before the event
- No ziarat will be made/presented without permission from the Idara Executive Committee
- That no form of recording will take place during the event other than idara's official system
- All events will finish latest by 11:00 pm. Maximum duration is 3 hours for an events.
- After 11:00 pm Idara will charge £50 per half hour for extra time
- On Sunday all events will start after 2:00 pm (Due to Sunday school).
- Speaker should will be booked without consent from Idara Executive Committee
- Cook will be paid by the event organizer and kitchen will be occupied by concerned people only.
- Kitchen to be used by Authorized Personnel Only
- In case of violation of Idara code of conduct and booking terms and conditions. Idara will reserve the right to cancel or not to book any future booking from individual/group or party
- Speaker name should be confirmed and agreed with the EC on the day of booking. In case of any change of speaker or cancellation, Event Organizer must inform and agree with Idara EC prior to the event.

Organizer's Signature

Date:

Signature Idara EC Member

Date:

Payment Status:

Receipt number: