

# Use of Premises Application



**Palmers Green Mosque**  
Muslim Community & Education Centre  
Registered Charity Number 1156440

Questions about this form?

Please call 020 8920 3990 (4pm – 9pm)  
or email [enquiries@mcec.org.uk](mailto:enquiries@mcec.org.uk)

Return signed & completed form to:

MCEC, 30 Oakthorpe Road, Palmers Green, London N13 5JL

## Applicant Details

TITLE	FORENAME	SURNAME	
ADDRESS			
TOWN	CITY	POST CODE	TELEPHONE
EMAIL			MOBILE

## Hall Usage Details

Without written consent from the CEO or Board of Trustees the hall may **NOT** be used for:

- Any purpose other than in connection with a private event and as described below.
- Giving speeches or lectures of any kind, distribution of written or digital media or collection of personal data from guests.
- In connection with any business, profit making or fund raising activity not affiliated with MCEC.
- Any activity not in accordance to main stream Islamic opinion/tradition, of non-Halal nature, and not in line with MCEC's values.
- In contradiction to the Term & Conditions of Use attached to this form.

PROPOSED USE

DATE OF USE	NO. OF GUESTS	<input type="checkbox"/> Full hall <input type="checkbox"/> Half hall <input type="checkbox"/> Kitchen use <input type="checkbox"/> Tables & chairs	<input type="checkbox"/> Use of microphone & speaker system <input type="checkbox"/> Partitions required for dividing hall
SETUP TIME	START TIME		
SPECIAL REQUIREMENTS			

## Hall Costs

MCEC is a non-profit making charity (Reg No 1156440). Use of our premises are offered for community use, however we are required to charge for this service for the general running and maintenance of our mosque and centre in conjunction with all the services we offer. All monies are kindly received and are considered as donations.

<i>Schedule of Charges (0 - 4 hours use):</i>		<b>Deposit amount:</b> <b>Deposit Received Date:</b> <b>Deposit Returned:</b> (APPLICANT SIGNS HERE) <b>Agreed charges:</b> <b>Receipt No.:</b> <b>Received by:</b> <b>Date:</b>	OFFICE USE ONLY
Wedding or Dinner event	£ 500		
General use of full hall (120 seated capacity)	£ 450		
General use of half hall (60 seated capacity)	£ 225		
Kitchen use (reheating & serving only)	£ 100		
Marquee (Tables and Chairs to be provided by Hirer)	£ 300		
Extra time (per ½ hour)	£ 50		
Refundable deposit (cash)	£ 300		

## Agreement

I the undersigned hereby certify that all the information provided is correct and true. I have read and understood Terms & Conditions of Use, attached overleaf, and agree to abide by all terms & conditions therein.

PRINT NAME	SIGNATURE
DATE	

30 Oakthorpe Road  
Palmer's Green  
London N13 5JL  
Registered Charity: 1156440

Tel/Fax: 020 8920 3990  
Email: [enquiries@mcec.org.uk](mailto:enquiries@mcec.org.uk)  
Website: [www.mcec.org.uk](http://www.mcec.org.uk)  
Facebook: [mceclondon](https://www.facebook.com/mceclondon)  
Twitter: [@mceclondon](https://twitter.com/mceclondon)

## Terms & Conditions of Use of MCEC Premises

### Welcome

The MCEC Management warmly welcomes users and their guests. We will endeavour to make your experience at the MCEC a pleasant one. If you have any queries about the terms and conditions of this agreement, or require any assistance, please contact the office.

### Bookings

1. Bookings can only be made in writing using the official application form. Acceptance of the booking form does not imply acceptance of the booking.
2. The booking form must disclose full details of the proposed use. Bookings are granted based on the details provided by the applicant. MCEC may, if it deems necessary, request additional information.
3. MCEC reserves the right to refuse any booking. This would include functions that may present a threat to public disorder, or that may risk alienating the MCEC's beneficiaries or supporters, or that may embroil the MCEC or its Management in disrepute. Bookings would also be rejected if the proposed activities could cause offence to other users or disrupt other activities of the MCEC. The Management of MCEC does not have to give any reason for refusing a booking.
4. In the event of any variation of use by the user or failure to comply with the requirement of full disclosure, the Management of MCEC reserves the right to cancel the booking or bring the event on the day to immediate termination.
5. In any event and notwithstanding anything in these conditions MCEC will not be liable to the applicant, its guest, employees, agents or contractors for any consequential, special, or indirect loss, loss of business profits or contracts or loss of reputations to the applicant in the event of cancellation of the function or termination of this Agreement by MCEC.

### Charges

1. A cash deposit is required to reserve use of the hall, which must be paid at least 14 days before the date that has been booked. The deposit will be returned to you, less any penalty charges arising from an extension of time, damage resulting in repairs being required or additional cleaning our support staff have to undertake which should have been done by the applicant.
2. In the event of any cancellation or termination of the hiring no liability shall fall upon the MCEC or its representatives, in respect of any loss sustained or expenses incurred by the user, or any other person, as result thereof.
3. If the user cancels the booking has been confirmed, the user shall be liable to MCEC for any costs, expenses and losses incurred by MCEC.

### Catering & Cleaning

1. MCEC has a small kitchen only suitable for serving and re-heating of food. The applicant shall ensure food is not cooked on the premises and ensure food is only consumed in the section of hall being used. No food or drink, under any circumstance, shall be taken into the prayer halls or other areas of the centre.
2. The consumption of alcoholic drinks is strictly forbidden. No alcoholic drinks should be brought into the premises. All food brought into the premises or consumed therein must be Halal. Chewing gum is not allowed on the premises.
3. The applicant must ensure any waste food, drink and other items are sealed in black dustbin bags and placed in the designated bins in the car park. The applicant must ensure all floor and table surfaces are clean of any spillages and debris. Oil and other waste must not be poured down sinks or into drains.
4. All equipment must be returned in a working state and furniture back to its original place at the end of usage period

### Damage, Decoration and Advertising

1. The applicant shall not cause or permit any person to use any adhesive tape, nails 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.
2. No signs, posters, banners or similar shall be attached to any wall or other part of the premises without the prior approval of MCEC.
3. The user shall repay to the MCEC on demand, the cost of reinstating or replacing any part of the premises or any property, whatsoever, belonging to the MCEC in or upon the premises, which is damaged, destroyed, stolen or removed during the period of use.

### Electrical Installations, Amplified Sound, Music & Filming

1. All electrical equipment brought into the building shall be fit for purpose and comply with the Electricity at Work Regulations, 1989. The MCEC disclaims all responsibility for all claims and costs arising out of such equipment that does not so comply.
2. The applicant and organisers of activities in the MCEC are responsible for ensuring that their noise levels do not disturb other activities within the building. Silence must be observed during prayer times.
3. Other than Islamic Nasheeds approved by MCEC, please note that strictly no music, live or recorded, or any musical instruments are permitted in any part of the premises irrespective of the type of activity.
4. The user shall not film or broadcast at any time in any part of premises without the prior permission of the MCEC Management.

### Dress code

1. The MCEC is a religious building. The applicant should ensure that all guests are dressed modestly. Clothes of short length, see through/revealing and low cut types are not permitted.
2. Visiting the Prayer Hall: Non-Muslims guests wishing to visit the Mosque should do so only by arrangement with the Office. Shoes must be taken off at the entry point. Ladies should wear a headscarf; scarves are available from the Office.

### Health and Safety

1. Hall users, guests and members of the public are obliged at all times to fully comply with and observe the standard Health & Safety and Fire procedure. A copy is available on request.
2. It is illegal to smoke anywhere within the building. No candles or incense sticks may be used in the building.
3. The applicant will comply with statutory requirements including without limitation to any Health and Safety legislation current at the date of the booking especially in respect of the operation of any equipment which is brought into the MCEC and the preparation and serving of any food in the MCEC. The applicant will also comply with the MCEC safety requirements in operation at the time of the booking.
4. The applicant must comply with the MCEC's Emergency Procedures. If the evacuation warning is sounded, everyone should leave the building immediately, as directed by MCEC staff. No one should return to the building until the MCEC Fire Officer has given permission for re-entry.

### Respect for MCEC staff

1. MCEC and its representatives will try their utmost to ensure your booking is successful. If you require any assistance or need information, they will endeavour to help.
2. Please ensure that you and your guests respect the instructions given by the MCEC and its representatives, as it is their responsibility to maintain the proper and safe running of the centre for all its users.

### Insurance

1. The MCEC has public liability insurance for the benefit of those who use any part of the MCEC under these terms. The applicant shall keep the MCEC and its agents indemnified against any claims of loss, damage to property or injury to a person by any reason arising directly or indirectly out of use of the premises.
2. The user shall ensure that any contractor (including caterers) employed in relation to the booking, shall carry suitable and sufficient insurance relevant to the activity for which they are they are employed including appropriate Employers' Liability Insurance.
3. The applicant must ensure that their guest shall park legally and be considerate to neighbours. Cars are parked at owners risk and MCEC will not be liable for any loss or damage caused in the use of the car park.
4. MCEC accepts no responsibility for any property whatsoever left on the premises during or after use period.

### Statutory Rights

1. This Agreement shall be governed by English Law and the parties hereby submit to the jurisdiction of the English Courts.
2. This Agreement creates no binding relationship between the parties hereto in relation to further booking nor confers on the applicant any Statutory rights under the Landlord and Tenants Acts.