



Agreement for hirer of the
LONDON MUSLIM CENTRE &
MARYAM CENTRE

(Not applicable for Wedding Hire)

EAST LONDON MOSQUE TRUST
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The London Muslim Centre and the Maryam Centre are part of the East London Mosque Trust

The East London Mosque Trust is a charity (1122613)
and a company limited by guarantee (468317) registered in England & Wales
Registered Office: 82–92 Whitechapel Road, London E1 1JQ

1 Welcome

1.1 The East London Mosque Trust (ELMT) warmly welcomes hirers and their guests. If you have any queries about this agreement, or require any assistance, please contact the Events Office.

1.2 Call to prayer: The London Muslim Centre (LMC) and the Maryam Centre (MC) are religious buildings, part of the East London Mosque complex. The call to prayer (*adhan*) is broadcast over the speaker system shortly before each prayer. The Events Office can advise if your booking is at one of these times.

2 Facilities for hire

2.1

	Size	Capacity (number of people) note: depends on layout
LMC Main Hall (ground floor)	22m x 20m	400
LMC Hajja Um Aref Hall (1 st floor)	18m x 20m	330
LMC Seminar Room (4 th floor)	14m x 7m	60
LMC Community Rooms (3 rd floor)	7m x 7m	25
LMC Meeting Room (4 th floor)	5.7m x 4.2m	12
LMC Meeting Room (1 st floor)	5m x 4m	12
MC Meeting Room (1 st floor)	6.4m x 4.5m	12
MC Conference Hall (3 rd floor)	20.5m x 15.5m	260
MC Conference Room (3 rd floor)	8m x 5m	20

For details of possible hall and room configurations, please contact the Events Office.

2.2 Facilities may be booked, subject to availability, for a minimum of 4 hours for the halls, and a minimum of 2 hours for other rooms. A reduced rate is given for bookings of 6 hours or more.

2.3 The LMC Concourse is not available for hire. No tables, stalls, banners, leaflets, publications, advertisements or other items can be placed or distributed there, unless it is agreed by the ELMT in writing beforehand. Hirers cannot place any restrictions on the use of the concourse as an entrance, exit or thoroughfare.

3 Booking packs

3.1 A booking pack is available from the ELMT Events Office. Forms and policies can also be downloaded from our website. You can make enquiries about hiring our facilities in person or by telephone; please ask for the Events Office.

3.2 The booking pack gives background information about the facilities and details of the capacity and size of the rooms available for hire. You will also find a price list, location map and booking form.

4 Booking procedure

4.1 Bookings must be made using the official booking form.

4.2 The booking form can be submitted by fax, post, email or handed in to the ELMT Events Office. Acceptance of the booking form does not imply acceptance of the booking.

4.3 Bookings will not be accepted from persons less than 18 years of age.

4.4 The booking form must disclose full details of the proposed use, including:

- the purpose of the booking, including subject matter covered, and details of any fundraising that will take place;
- all speakers, whether speaking live at the event or via a live link or via a pre-recording;
- all partners in the booking;
- all sponsors for the booking;
- the audience for the booking, and whether attendees have to pay any fee.

Bookings are granted based on the details provided by the hirer, and may be refused or later cancelled by the ELMT if details given are inaccurate, incomplete or misleading (see section 6).

- 4.5 The ELMT may, if it deems necessary, request additional information.
- 4.6 The booking form must be accompanied by any proposed publicity materials.
- 4.7 The ELMT reserves the right to refuse or cancel any booking, including those that:
- may present a threat to public disorder
 - may promote or incite hatred or violence against others
 - may risk alienating the ELMT’s beneficiaries or supporters
 - may bring the ELMT into disrepute
 - may cause offence to other users or disrupt other activities of the ELMT
 - may breach the *ELMT Equality & Diversity Policy*
 - may breach the *ELMT Event and Speakers Policy*

The ELMT does not have to give any reason for refusing a booking.

- 4.8 Provisional booking: a booking will be provisionally approved only after the ELMT has received and approved all the details of the booking, including proposed publicity materials, and agreed to allow it to proceed. The hirer will be informed in writing. The booking will be considered provisional until confirmed by the ELMT subject to the conditions laid out in 4.10.

The details submitted must include all proposed speakers, whether in person or remote live link or pre-recorded, and the topics on which they will speak. The ELMT may, at its own discretion, require changes to the speakers, topics or publicity materials before granting provisional approval.

A provisional booking may be set aside if another hirer is able to make a confirmed booking.

- 4.9 A provisional booking will only be given if the publicity materials are approved. The ELMT reserves the right to require that publicity materials are changed or withdrawn. Publicity materials must not be used or put in the public domain in any form until approved by the ELMT.
- 4.10 Confirmed booking: a provisional booking will only be confirmed once the initial payment (see 5.1, 5.2 and 5.3) has been received.
- 4.11 In the event of any variation of use by the hirer or failure to comply with the requirement of full disclosure, the ELMT reserves the right to cancel the booking, which will still be liable to any retention (see 6.7).

5 Prices and Payments

- 5.1 The ELMT will invoice for all hire charges and related costs.
- 5.2 An initial payment of 50% of the total cost must be paid before a booking can be confirmed. For bookings less than 14 days before the required date, 100% of the total cost must be paid.
- 5.3 If the initial payment is made by cheque, the booking will not be confirmed until the cheque has cleared the ELMT bank account. For payments through BACS, a remittance form is required verifying payment to the ELMT before the booking can be confirmed.
- 5.4 The remaining balance must be paid at least 28 days before the date that has been booked.
- 5.5 Prices include the ELMT’s basic tables and chairs, subject to availability. These must be requested in advance on the booking form.
- 5.6 Room hire costs (minimum 2 hours):

	Hourly rate	Hourly rate (6+ hours)
Community Rooms	£20	£15
Meeting Rooms	£40	£35
LMC Seminar Room (4 th flr)	£50	£45

5.7 Hall hire costs (minimum 4 hours):

- Peak: Weekends and Bank Holidays
- Off peak: All other days

	Off peak				Peak			
	Hourly rate		Hourly rate (6+ hours)		Hourly rate		Hourly rate (6+ hours)	
	Basic	AV*	Basic	AV*	Basic	AV*	Basic	AV*
LMC Main Hall (ground flr)	£100	£150	£95	£145	£150	£200	£145	£195
LMC Hajja Um Aref Hall (1 st flr)	£100	£150	£95	£145	£150	£200	£145	£195
MC Conference Hall (3 rd flr)	£80	£125	£75	£120	£130	£175	£125	£170

*AV package price including standard audio-video facilities (excluding technician)

5.8 Additional items and services for hire:

Stage Platform	£100
iPad	£30
Data Projector	£40
Laptop	£40
Flipchart	£10
50" Plasma Screen	£50
Hot water urn	£10
Tea & Coffee	£0.80 per head
Water	£1.00 per bottle
Juice	£1.20 per carton
Biscuits	£3.00 per tray
Technician / camera operator	£25 per hour
Support staff for setting up	£10 per hour

5.9 Hall hire deposit: a deposit of £750 is required for hire of the halls, 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 (see 5.10), no more than 21 days after the date that has been booked. If the penalty charges exceed the amount of the deposit, you will be invoiced for the balance. The payment will normally be made by BACS transfer, to the person who made the deposit unless he/she indicates otherwise, using the form given at the time of booking.

5.10 Penalty charges: you will be charged for:

- damage (see 8.1 and 8.2)
- additional cleaning our support staff have to undertake which should have been done by the caterer (see 7.3 and 7.4)
- finishing after the end time as agreed on the booking form (see 5.11)
- other costs incurred by the ELMT as a result of any breach of contract by the hirer

Penalty charges will be deducted from the deposit. If the penalty charges exceed the amount of the deposit, you will be invoiced for the difference.

5.11 Due to the availability of our staff and/or commitments to other hirers, you may not be permitted to finish after the agreed time. Where you do finish after the agreed time, you will be charged at the full hourly rate for each hour or part thereof.

6 Cancellation

- 6.1 The ELMT reserves the right to cancel bookings if the facilities are rendered unfit for the intended use.
- 6.2 The ELMT reserves the right to cancel bookings that subsequently vary from what is agreed in the associated booking form or approved publicity materials.
- 6.3 The ELMT Events staff may halt the use of the facilities on the day if they deem that the hirer has varied from what was agreed in the associated booking form or approved publicity materials, or if they believe there has been or could be a breach of the conditions laid out in 4.7.
- 6.4 In the event of any cancellation or termination of the hiring no liability shall fall upon the ELMT, or any officer of the ELMT, in respect of any loss sustained or expenses incurred by the hirer, or any other person, as result thereof.
- 6.5 If the hirer cancels after the booking has been confirmed by the ELMT, the hirer shall be liable to the ELMT for any costs, expenses and losses incurred by the ELMT. Depending on when the notice of cancellation is received, a percentage of the total charge will be retained by the ELMT (see 6.7).
- 6.6 Cancellations or terminations will only be accepted in writing, and deemed effective upon receipt by the ELMT Events Office.
- 6.7 Retentions by ELMT

Halls	
After confirmation by the ELMT	50% of the total cost
Within 14 days of the booked date	90% of the total cost

Community Rooms, Meeting Rooms and Seminar Room	
After confirmation by the ELMT	20% of the total cost
Within 14 days of the booked date	50% of the total cost

- 6.8 Refunds of charges, less any retention, will be made within 21 days of cancellation.

7 Catering and cleaning

- 7.1 Caterers: If you wish to use a caterer, the ELMT requires valid certificates for their:

- Health & safety
- Food & hygiene
- Public liability.

These documents must be submitted before the approval of the event. The ELMT may decide not to give approval for the caterer, and does not have to give reasons for withholding approval.

- 7.2 The LMC has a two-storey kitchen serving both LMC halls; the MC has a kitchen area serving the MC conference hall. These can be used only by prior arrangement.
- 7.3 The hirer must ensure the caterer clears away any waste food, drink and other items. Sealed black dustbin bags must be used, and placed in the ELMT's bins in the Service Yard.
- 7.4 The hirer must ensure the caterer cleans any spillages.
- 7.5 Oil and other waste must not be poured down sinks or into drains.

8 Damage, Decoration and Advertising

- 8.1 The hirer shall not cause or permit any person connected with the hiring to drive any nails, screws 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.

8.2 The hirer shall repay to the ELMT on demand, the cost of reinstating or replacing any part of the premises or any property, whatsoever, belonging to the ELMT in or upon the premises, which shall be damaged, destroyed, stolen or removed during the period of hiring.

8.3 The hirer shall not display and shall ensure that no other person displays any advertisements relating to the hiring 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 the council in charge.

9 Ventilation in halls

9.1 The halls in the LMC and MC have a fresh air ventilation system that heats and cools. As with any mechanical system, it is possible that it may stop working. In such circumstances, the ELMT will not be held liable.

9.2 In exceptionally hot weather, then the outside temperature exceeds 28°C, the system may not be able to bring the inside temperature down to preferred levels. In such circumstances, the ELMT will not be held liable.

10 Electrical Installations

10.1 All electrical equipment brought into the building shall comply with the Electricity at Work Regulations, 1989. The ELMT disclaims all responsibility for all claims and costs arising out of such equipment that does not so comply.

10.2 Lights are regularly tested by the Events Team. Occasionally, light bulbs or light units may fail or develop a fault. In such circumstances, the ELMT will not be held liable.

11 Amplified Sound and Music

11.1 Hirers and organisers of activities in the ELMT are responsible for ensuring that their noise levels do not disturb other activities within the building.

11.2 Please note that strictly no music, live or recorded, or any musical instruments are permitted in any part of the ELM, LMC or MC irrespective of the type of activity.

12 Dress code

12.1 The London Muslim Centre and Maryam Centre are religious buildings, part of the East London Mosque complex. Hirers should ensure that all guests are dressed modestly. More detailed guidance is available from the Events Office.

12.2 Shorts are not allowed for either men or women.

12.3 See through/revealing and low cut clothing is not permitted.

12.4 Visiting the Mosque: non-Muslims guests wishing to visit the Mosque should do so only by arrangement with the Events Office. Shoes must be taken off at the entry point. Women should wear a headscarf; scarves are available from the Events Office.

13 Food and Drink

13.1 The consumption of alcoholic drinks is strictly forbidden. No alcoholic drinks should be brought into the LMC or MC.

13.2 All food brought into the LMC or MC or consumed therein must be Halal.

13.3 Chewing gum is not allowed in the LMC or MC.

14 Health and Safety

14.1 Hall hirers, guests and members of the public obliged at all times to fully comply with the ELMT Health & Safety Policy; a copy is available on request.

14.2 It is illegal to smoke anywhere in the LMC or MC.

14.3 Vaping/E-cigarettes may not be used anywhere in the LMC or MC.

14.4 No candles or incense sticks may be used in the LMC or MC.

15 Gambling

- 15.1 No gambling is allowed in the LMC or MC.

16 Lewd or Offensive Activities/Behaviour

- 16.1 No lewd or offensive behaviour or activities are permitted in the LMC or MC.

17 Respect for ELMT staff

- 17.1 The Events Team will try their utmost to ensure your booking is successful. If you require any assistance or need information, they will endeavour to help.
- 17.2 Please ensure that you and your guests respect instructions given by the Events Team and other ELMT staff, as it is their responsibility to maintain the proper and safe running of the LMC and MC for all users.

18 Signage

- 18.1 No signs, posters, banners or similar shall be attached to any wall or other part of the LMC or MC without the approval of the Events Office.
- 18.2 Where permission has been granted for placing signage, it should be fixed in the manner allowed by the Events Office, and removed at the end of the booking.

19 Permission to Film and/or Broadcast

- 19.1 The hirer shall not film or broadcast at any time in any part of ELM, LMC or MC without the prior permission of the ELMT.

20 Emergency Procedures

- 20.1 The hirer must comply with the ELMT's Emergency Procedures. If the evacuation warning is sounded, everyone should leave the building immediately, as directed by the ELMT staff. No one should return inside until ELMT staff give permission for re-entry.

21 Insurance

- 21.1 The ELMT has arranged public liability insurance for the benefit of those who hire any part of the ELMT under these terms. This insurance is provided automatically, but if the hirer prefers to arrange additional cover the ELMT has no objections. The insurance afforded by the policy is not limited to claims arising under the indemnity given by the hirers to the ELMT. The insurance does not give cover for claims arising otherwise than in connection with the hirer's use of the ELMT's facilities.
- 21.2 The hirer 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.

22 Statutory Requirements

- 22.1 The Hirer 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 LMC or MC and the preparation and serving of any food in the LMC or MC. The hirer will also comply with ELMT safety requirements in operation at the time of the booking.

23 Termination

- 23.1 If for reasons beyond the control of the ELMT (the ELMT having used all reasonable endeavours to avoid the same) it is necessary for the ELMT to close all or part of the building or cancel the booking, the ELMT may (without prejudice to the rights and remedies of either party in respect of any prior breach by the other) terminate this Agreement upon reasonable prior notice (which shall be no less than 48 hours save in the case of emergency when as much notice as is reasonably possible will be given) to that effect to the hirer and in that event the ELMT shall unless there has been a breach of any of the conditions of this Agreement return the due proportion of the amount paid for the use of the Accommodation but the hirer and other persons attending the booking shall have no further claim whatsoever against the ELMT in respect of such termination of the Agreement. See also section 6.

23.2 In any event and notwithstanding anything in this Agreement the ELMT will not be liable to the hirer, 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 hirer in the event of cancellation of the function or termination of this Agreement by the ELMT.

24 English Law

24.1 This Agreement shall be governed by English Law and the parties hereby submit to the jurisdiction of the English Courts.

25 Statutory Rights

25.1 This Agreement creates no binding relationship between the parties hereto in relation to further booking nor confers on the hirer any Statutory rights under the Landlord and Tenants Acts.

26 Contracts (Rights of Third Parties) Act 1999

26.1 Notwithstanding any other provisions herein contained noting in this Agreement for Hire confers or purports to confer any right to enforce any of its terms pursuant to the Contracts (Rights of Third Parties) Act 1999 on any person who is not party hereto.

By signing the Hirer agrees to be bound by the terms of this policy, and to abide by the *ELMT Event and Speakers Policy*, by the *ELMT Health & Safety Policy*, and by the *ELMT Equality & Diversity Policy*.

Signed on behalf of the Hirer by

Signed

Name..... (Authorised for and on behalf of the Hirer)

Date.....

Signed on behalf of the ELMT

Signed

Name.....

Designation.....

Date.....