



Agreement for Islamic wedding hire of the
LONDON MUSLIM CENTRE
or the
MARYAM CENTRE

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. Our facilities in the London Muslim Centre (LMC) and Maryam Centre (MC) were created to accommodate Islamic religious services, especially the joyous celebration of a Muslim wedding. Our unique setting is perfect for an Islamic religious wedding, large or small.
- 1.2 We will endeavour to make your Islamic wedding experience a pleasant one. If you have any queries about the terms and conditions of this agreement, or require any assistance, please contact the Events Office.
- 1.3 Wedding hire is only available for Islamic weddings. Hirers should ensure they require a wedding in an Islamic environment where men and women are seated separately and proper Islamic dress code and etiquettes are observed.
- 1.4 At the hirer's discretion, limited mixed seating for your non-Muslim guests can be accommodated in the male seating area only.
- 1.5 Hirer's should ensure that guests are informed about the wedding arrangements, particularly the timing of the wedding and the seating arrangements for men and women.
- 1.6 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 Wedding Facilities for hire

2.1

	Size	Maximum Capacity* (number of people)
LMC Main Hall (ground floor)	22m x 20m	400
LMC Hajja Um Aref Hall (1 st floor)	18m x 20m	330
MC Conference Hall (3 rd flr)	20.5m x 15.5m	260

* Note: the actual capacity will depend on your seating layout.

Only the Hajja Um Aref Hall can be booked for a single-hall wedding. For such bookings, the hall is split using a moveable partition: men on the west side, women on the east side.

- 2.2 Facilities may be booked for a single session, subject to availability:

- Afternoon session 10am–5pm
- Evening Session 5pm–9pm

Please enquire about variations to these times.

- 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 ELM Management 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 can only 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. Bookings are granted based on the details provided by the hirer.
- 4.5 The ELMT may, if it deems necessary, request additional information.
- 4.6 The ELMT reserves the right to refuse or cancel any booking 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.

- 4.7 Provisional booking: if the booking is approved, the hirer will be informed in writing. The booking will be considered provisional until the initial payment (see 5.1 and 5.2) has been received.

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

- 4.8 Confirmed booking: a provisional booking will become a confirmed booking once the initial payment (see 5.1 and 5.2) has been received.

- 4.9 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 6.6).

5 Prices and Payments

- 5.1 An initial payment of 50% of the total cost must be paid before a booking can be confirmed. For bookings less than 28 days before the required date, 100% of the total cost must be paid.

- 5.2 If the initial payment is made by cheque, the booking will not be confirmed until the cheque has cleared the LMC bank account. For payments through BACS, a remittance form is required verifying payment to the ‘London Muslim Centre’ before the booking can be confirmed.

- 5.3 The remaining balance must be paid at least 28 days before the date that has been booked.

- 5.4 Prices include the ELMT’s basic tables and chairs, subject to availability. These must be requested in advance.

- 5.5 Hall hire costs

	OFF PEAK November to March excluding school holidays		PEAK (April to October and all school holidays)	
	Weekdays	Weekends & Bank Holidays	Weekdays	Weekends & Bank Holidays
Wedding setting				
One hall (first floor)	£1300	£1800	£1400	£1900
Two halls (ground & first floors)	£1950	£2900	£2300	£3300

5.6 Additional items and services for hire:

Stage:	£100
Audio Visual System:	£200

5.7 Hall hire deposit: a cash deposit of £750 is required for hire of the halls, which must be paid at least 28 days before the date that has been booked.

The deposit will be returned to you, less any penalty charges (see 5.8), no more than 14 days after the date that has been booked. 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.

If the penalty charges exceed the amount of the deposit, you will be invoiced for the balance.

5.8 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 7.1 and 7.4)
- finishing after the end time as agreed on the booking form (see 5.9)
- other costs incurred by the ELM as a result of any breach of contract by the hirer

You will be invoiced for all penalty charges.

5.9 Additional charges for finishing after the agreed time:

Hall:	£150 per hour or part thereof
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Due to the availability of our staff and/or commitments to other hirers, you may not be permitted to finish after the agreed time.

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 4.6 or 4.9.

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

For all weddings	
After confirmation by the ELM	50% of the total cost
Within 28 days of the booked date	90% of the total cost

6.8 Refunds of charges, less any retention, will be made within 14 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 which case ventilation will be through the opening of windows only. 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 ELM disclaims all responsibility for all claims and costs arising out of such equipment that does not so comply.

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, attached to the East London Mosque. The availability of facilities for Islamic wedding hire is intended to ensure conduct of weddings according to Islamic guidelines. 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 or 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.

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 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.
- 19.2 For weddings, the designated areas for filming and photography are the halls and the entry and exit points. No other part of the building can be used. The photographer and camera operators must be male for the men's areas and female for the women's areas.

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 ELM (the ELM having used all reasonable endeavours to avoid the same) it is necessary to close all or part of the building or cancel the booking, the ELM 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 ELM 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 ELM 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.

27 Responsibility

- 27.1 Signatories to the ELMT Booking Form and this Agreement bear the responsibility for any violation of the Agreement by all guests, be they from the Bride's family and friends or the Bridegroom's family and friends or from any other guests. Therefore it is imperative that all parties to the wedding are aware and understand this Hirer's Agreement and the associated booking.

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.....

APPENDIX 1

SUMMARY NOTES FOR WEDDING HIRE

DRESS CODE

Hirers are requested to inform their guests that the LMC and MC are a religious buildings adjoining the East London Mosque, as such the ELMT dress code should be followed.

ISLAMIC WEDDINGS

The ELMT only caters for Islamic wedding celebrations in which there is no free mixing (mixing of the two sexes). Limited mixed seating for non-Muslim guests can be arranged at the hirer's request.

Non-Muslim guests may be unfamiliar with common practices and customs in some Muslim weddings, so it is important to ensure their invitation includes information about the expected start time, dress requirements and seating arrangements.

If the groom is required to visit the bride, a maximum of 5 immediate family members (Mahram) may be permitted, such as the father or grandfather of the bride or groom. Men are not allowed in the female hall at anytime or vice versa.

CONDUCT

Islamic morals, manners and etiquettes must be adhered to at all times. All communications between the halls must go through our Events Supervisors on the day. Any verbal or physical abuse towards our staff will not be tolerated. Our Events Supervisors have the power to stop or terminate the event if they feel any rules are being breached.

EQUIPMENT AND PROPERTY

Setting up and clearing up are the responsibility of the hirer within the time period booked. Events must take place within the time/space booked and sufficient time allocated for clearing up (minimum of 1 hour required).

ELMT property (trolleys, etc) may not be used to bring in or take out wedding equipment such as plates, cutlery and external furniture.

The ELMT Service Yard is only used for deliveries and pick-ups. The Service Yard cannot be used for parking or waiting.

Furniture hired from external suppliers must be brought in and removed from the property within the booking time. If any items remain in the building this will be deemed as overrun of booking time and the deposit will be retained.

Furniture must not be stacked against any walls or pillars, as they damage the building.

WAITERS

If hirers are bringing in external waiters and waitresses, they must ensure only men serve in the male areas and women in the female areas. Waiters and waitresses must be modestly dressed and behave accordingly.

TIMINGS

The hirer **MUST** strictly adhere to the booked timings. If the event goes beyond the allocated times there are additional charges as outlined in section 5.9.

GIFTS

It is the responsibility of hirers to ensure safe receipt and security of gifts. The ELMT does not take any responsibility for lost or stolen items.

PHOTOGRAPHY AND FILMING

For weddings, the designated areas for filming and photography are the halls and the entry and exit points. No other part of the building can be used. The photographer and camera operators must be male for the men's area and female for the women's areas.

RESPONSIBILITY

Signatories to the ELMT Booking Form and this Agreement bear the responsibility for any violation of the Agreement by all guests, be they from the Bride's family and friends or the Bridegroom's family and friends or from any other guests. Therefore it is imperative that all parties to the wedding are aware and understand this Hirer's Agreement and the associated booking.

ANY BREACH OF THE RULES IN THE AGREEMENT MAY RESULT IN THE LOSS OF THE DEPOSIT OR THE EVENT BEING TERMINATED.