



Application must be submitted at least one week prior to start date of event.

APPLICANT'S CONTACT INFORMATION			
FULL NAME		PHONE NO.	
SECONDARY PHONE NO.		E-MAIL	

EVENT DESCRIPTOIN & DETAILS				
EVENT NAME				
EVENT DETAILS				
EVENT DATE		START TIME		END TIME
<p>NOTE: Your booking starts and ends at the specified times. As such, please consider the time needed for 'set-up' when booking your event. The caretakers will start the 'set-up' on the 'START TIME'.</p>				

SET-UP			
<p>Please fill out this section if your event needs any set-up. Please note that food and drinks are not allowed in the lower hall.</p>			
NUMBER OF CHAIRS		NUMBER OF TABLES	
EQUIPMENT	<input type="checkbox"/> PROJECTOR		<input type="checkbox"/> MICROPHONE

LOWER HALL BOOKING AND USE POLICY			
<p>It should be noted that priority for the use of the lower hall is given to the London Islamic School and the London Muslim Mosque. The management reserves the right to cancel reservations to accommodate community functions held by the School or the Mosque. You will be informed at least one week in advance of the cancellation. You will have the option of rescheduling the missed period during the week (where possible).</p> <p>All users are required to abide by the rules and regulations pertaining to the use of the facilities. Violation of these rules and regulations may result in cancellation of memberships and/or bookings. All groups and individuals that book and use the lower hall do so at their own risk. The management or the London Muslim Mosque are not liable for any injury, or theft, loss or damage to personal property, sustained by a group or individual while using the facilities. The lower hall may not be used for the purposes of solicitation or to run programs for profit unless expressly authorized by the management. The applicant is responsible for any and all damages caused willfully or otherwise, by the applicant or any member of the group. All damages will result in cancellation of the applicant's membership(s) and/or bookings with no refunds. All Damages will be paid in full by the applicant and members of their group.</p> <p>By signing below the applicant accepts all terms and conditions specified on this agreement.</p>			
SIGNATURE OF APPLICANT		DATE	