



# BANQUET AND SOCIAL HALL AGREEMENT

**DATE OF EVENT:** \_\_\_\_\_

**PURPOSE OF EVENT:** \_\_\_\_\_

**NAME OF CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **CELL:** \_\_\_\_\_ **OTHER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**HALL RATES:** FULL HALL (Max 450 persons) \$800+\$420 to be paid in full prior to the event.

HALF HALL (Max 225 persons) \$550+\$210 to be paid in full prior to the event.

GYM RENTAL (Max 200 persons) \$350. Gym to be rented along with hall.

LIBRARY RENTAL: \$150

TV RENTAL (4): \$100                      PROJECTOR RENTAL: \$100

TV & PROJECTOR COMBINED: \$150

COFFEE MACHINE RENTAL: \$50

**AMOUNT PAID AT RESERVATION (FULL RENTAL AMOUNT DUE):** \$ \_\_\_\_\_

The host of the event agrees to pay Tawheed Center the amount of \$ \_\_\_\_\_ as a deposit during reservation. This amount is non-refundable if cancelled within 30 days of the event. There will be a full refund if the cancellation is done 30 days prior to the event.

The host/hostess agrees to the terms and conditions set forth in this packet and also acknowledge having read the same.

The host/hostess agrees that this agreement is binding upon the person who signs this contract. It does not cover any other entity and this agreement is non-transferable. The hall may not be sublet under any circumstances.

The host/hostess agrees that there will be no fundraising within the Tawheed Center Premises without prior consent from the board, in which case a different application will have to be completed.

If the event should include visiting speakers for the event, they have to be authorized by the board.

The host/hostess assumes full responsibility for the character, act and conduct of all persons admitted into the premises.

Tawheed Center shall not be held responsible for any damage and or injury to any persons including death or for any loss of or damage to the property of the attendees of the event. The host/hostess agrees to indemnify Tawheed



# TAWHEED CENTER

Center and hold harmless its agents, servants, employees, volunteers and executive officers from any such occurrences.

Any damage(s) that occurs to the facility that are a direct result of the renter or his guests will be the responsibility of the signer of this agreement. The Center will charge the signer of this agreement the cost of the repairs to correct/fix the damage.

Wall and ceiling decorations are not permitted. Decoration of chairs and tables is permissible. Any additional decorations may be allowed at the discretion of the rental committee. All decorations must be taken down at the end of the event by the host/hostess. Any damages caused to the appearance of the building/hall due to decorations will be considered as the responsibility of the host/hostess and an additional charge may be imposed on them to rectify the damages.

This is a non-smoking facility and this policy will be strictly enforced. Anyone found in violation of this policy will be asked to leave the premises.

Under no circumstances is any type of alcoholic beverage or illegal drug allowed on the premises. A violation of this policy will result in the immediate cancellation of the event. The host/hostess acknowledges that in such circumstances, there shall be no refund of any kind and that The Tawheed Center has the obligation to report such behavior to the responsible authorities.

Music of any kind is not permissible in the premises.

Wi-Fi is not included as part of the contract. Please DO NOT ask for Wi-Fi password. Please make arrangements for your own "hot-spot" for Wi-Fi if you need to use the internet.

The host/hostess acknowledges that he/she shall ensure that the event is conducted according to Islamic principles.

The host/hostess acknowledges that this form has to be completed, signed and submitted along with FULL deposit in order to reserve the hall.

The rental term of the hall is 5 hours. Should the event exceed this time, an additional charge of \$75.00 will be charged to the host for every hour. Time starts at time listed on the booking. Time ends when the last of the guest leaves.

The hall will be available for decoration or setup only 2 hours prior to the event. No exceptions. Should you need the hall for more than that time, an added fee of \$300 will be assessed. Tawheed Center does not entertain storage of any items pertaining to the event in the premises prior to 2 hours before the event; again, no exceptions.

For items/benefits included with the signing of this agreement and payment of deposit, please refer to the form "Hall Rental information".

---

Signature of the host (or) hostess/Date

Tawheed Center Social Hall Management Team/Date

By signing this agreement, the signer agrees that he/she has read this agreement and the attached form named "Hall rental information" completely and has understood it in its entirety and agrees to comply with the conditions set forth in this agreement.



## **Hall Rental Information:**

- ❖ The hall is capable of seating 450 people in total.
- ❖ Chairs and Tables will be provided by Tawheed Center.
- ❖ Serving spoons will be provided by Tawheed Center.
- ❖ Tawheed Center can provide upon request tea percolators (2-3) and water cans (10 gallons-2).
- ❖ All cutlery, table covers and supplies needed (plates, cups, napkins, bowls, tea, sugar, garbage bags, etc.) are the responsibility of the host/hostess. All decorations are the responsibility of the host/hostess.
- ❖ The host/hostess will receive 2 helpers to serve the guests for rentals unto 225 people and 4 helpers for rentals up to 400 people. If the event has more than 400 guests, additional workers may be needed and added at the discretion of the hall management team. Additional workers will have to be compensated at the rate of \$15 per hour per worker. All helpers will be provided by Tawheed Center. No outside help is allowed.
- ❖ The helpers will help the host/hostess with setting up the tables and chairs, filling up the buffet tables, the water pitchers and tea percolators. They also are responsible for cleaning up the facility.
- ❖ The host/hostess is to allow each helper a reasonable period of time to take a break and permit them time to eat.
- ❖ The helpers will come 1 hour prior to the event to set up the tables and chairs. The helpers stay usually 1 hour after the event if the guests are 225 or less. At times it takes more time for them to clean up afterwards and they will have to be compensated at the rate of \$15 per hour per person. The host/hostess will be notified regarding this at the end of the event and the host/hostess will be responsible to pay the amount before they leave the event.
- ❖ Confetti, Glitter, Scotch tape and nails may not be used for decorating. Paint tape is permissible.
- ❖ Babysitting rooms are available for rent at the rate of \$20 per hour per room.
- ❖ If the event goes past midnight, there will be an additional charge of \$50 per hour.
- ❖ Children are not allowed in the kitchen area and the store room area. The kitchen may not be populated by anyone except the host/hostess plus 1 person that the host/hostess designates.

---

Signature of the host (or) hostess/Date

Tawheed Center Social Hall Management Team/Date

By signing this agreement, the signer agrees that he/she has read this agreement and the attached form named "Hall rental information" completely and has understood it in its entirety and agrees to comply with the conditions set forth in this agreement.