



Facility Booking Request Form

Client Information

First Name: _____ Middle Name: _____ Last Name: _____

Organization Name (if applicable): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Home Phone No.: (_____) _____ - _____ Cell Phone No.: (_____) _____ - _____

Email: _____

Event Information

Date: ____ / ____ / ____ (DD/MM/YYYY)

Set-up Time: ____: ____ AM/PM

Start Time: ____: ____ AM/PM

End Time: ____: ____ AM/PM

Clean-up Time: ____: ____ AM/PM

Event Type (e.g., banquet dinner, meeting, etc.): _____

Event Summary:

Estimated Number of Attendees: Brothers: _____ Sisters: _____ TOTAL: _____

Office use: NUMBER OF TABLES _____ TOTAL: _____

REQUESTED FACILITY/FACILITIES

Yes?	Facility	Included	Cost (\$)	Mandatory Additional Charges	Total Cost
	HALL 1 (Capacity: 140 people)	- 140 Chairs - 17 Round tables - 8 Serving tables (+ 8 table covers)	500.00	125.00 <i>Cleaning Fee</i>	625.00
	HALL 3 (Capacity: 300 people)	- 200 Chairs - 25 Round tables - 1 Stage (8' x 12' – using six 4' x 4' units) - 1 Set of middle partition - 8 Serving tables (+ 8 table covers)	700.00	200.00 <i>Cleaning Fee</i>	900.00
	KITCHEN AREA		50.00	0.00	50.00
	SOUND SYSTEM & PODIUM	- 1 wired microphone	150.00	200.00 <i>Security Deposit</i>	350.00
TOTAL					

EVENT REQUIREMENTS

Yes?	Optional Services	Price (\$)	Quantity	Total Cost
	Plastic Table covers <i>(for round or serving tables)</i>	2.50		
	Cloth Table covers <i>(white)</i>	7.50		
	Chair covers <i>(no set-up)</i>	1.50		
	Chair covers <i>(including set-up)</i>	2.50		
	Additional Stage unit <i>(4' x 4')</i>	25.00		
	Stage Backdrop	200.00		
	Additional set of partition <i>- around the hall</i>	200.00		
	Additional Serving tables	10.00		
	Additional Round tables <i>- 8 chairs included</i>	10.00		
	Chafing Dish <i>- Includes 1 fuel can</i>	25.00		
	Additional fuel can	3.00		
	Tea Percolator <i>(Cups, teabags, cream, or sugar NOT included)</i>	25.00		
TOTAL				

AUDIO/VIDEO (AV) REQUIREMENTS

Yes?	Equipment/Services	Price (\$)	Quantity	Total Cost
	Additional Wired Microphone	100.00		
	Wireless Microphone <i>(x1)</i>	200.00		
	<i>+ Security Deposit</i>	500.00		
	Additional Wireless Microphone	150.00		
	Extra Speaker <i>(on floor)</i>	100.00		
	75" TV (2) with HDMI input <i>- Camera/laptop will NOT be provided</i>	150.00		
	Tech Support <i>- 30 mins on site</i>	75.00		
TOTAL				

Are any other requirements/requests?

FOR OFFICE USE ONLY

PRODUCT/SERVICES	COST
Hall Booking Fee	
Sound System & Podium	
Optional Services	
Audio Requirements	
Video Requirements	
Mandatory Cleaning Fee	
SUBTOTAL	
<i>Security Deposit</i>	\$500.00
<i>Additional Security Deposit(s)</i>	
TOTAL	

Facility Booking authorized by: _____

PAYMENT INFORMATION

Payment Amount: _____

Payment made by: _____

Method of Payment: _____

Payment authorized by: _____

Terms and Conditions

1. Facility/facilities is available for functions/program ONLY up to 10:30 pm. An extra charge of \$50.00/hr. will be applied after 10:30 pm.
2. Islamic dress codes and behaviour must be strictly observed.
3. Men and women gathering and dining should be in separate areas.
4. The renter will pay for all equipment, furniture & property damages.
5. Entire premises of ICM are NO SMOKING/VAPING zone.
6. Only specified facility/areas will be used.
7. The booking organizer/designate shall be present at the premises during the event.
8. Music, singing, dancing etc., is strictly forbidden anywhere in the ICM area.
9. Food and refreshments will be served in designated areas ONLY.
10. Full payment is to be made at the time of booking, including a **\$500.00 and/or any additional refundable deposits** against damages and/or overtime.
11. If a booking is cancelled 2 weeks prior to the event, no charge will be incurred. However, if the booking is cancelled within 2 weeks of the event, **\$150 cancellation fee** will apply.
12. ICM will not be held responsible for any personal injury or for the loss or theft of any articles belonging to anyone attending the event.
13. The organizer of the function will arrange all set-ups. Chairs and tables only will be provided by ICM.
14. Parking is allowed in the designated areas only.
15. Payment will be given to ICM as donation.
16. No promotion / advertisement of product or services will be allowed at any time.
17. No fundraising event will be allowed to any individual or organization for any cause without written authorization by ICM administration.
18. ICM reserves the right to cancel and / or alter the terms and conditions at any time, with notice.

WAIVER OF LIABILITY

I/we fully understand that my/our participation in the use of facility of Islamic Centre of Markham (ICM) exposes me/us to the risk of personal injury, death, or property damage. I/we hereby acknowledge using its facility and agree to assume any such risk. I/we hereby release, discharge and agree not to sue ICM for any injury, death or damage to or loss of personal property arising out of or in connection with, my/our participation in any facility of ICM, from whatever cause, including the active or passive negligence of a scheduled event or any other participants in the facility. In consideration for being permitted to participate in the use of ICM facility, I/we hereby agree, for myself, my heirs, administrators, executors and assigns and program attendees, that I/we shall indemnify and hold harmless ICM from any and all claims, demands, actions or suits arising out of or in connection with my/our participation in the facility.

I/WE HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREE NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I/WE AM/ARE AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND I/WE ARE SIGNING IT WITHOUT COERCION AND MY/OUR OWN FREE WILL.

ONCE APPLICATION IS APPROVED, I/WE HEREBY AGREE TO THE ABOVE TERMS AND CONDITIONS OF ISLAMIC CENTRE OF MARKHAM, CANADA

First Name: _____ **Last Name:** _____

Signature of Applicant

(By signing, I agree to all terms and conditions)

Date Signed: __ / __ / ____ (DD/MM/YYYY)