



AL-IMAN MOSQUE
10 Bukit Panjang Ring Road Singapore 679943
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Application No:
_____/____

APPLICATION FORM – USE/RENTAL OF FACILITIES

Name of Applicant : _____

Organization : _____ Department _____

Address : _____

Tel no: (Office) _____ H/P: _____ Email: _____

Alternative Contact _____ Purpose of Usage: ** _____

Day / Date: _____ Time from: _____ Time to: _____

Facility being booked (✓):

Basement

Multi-Purpose Hall

Conference Room

Classroom (please indicate room number)

Auditorium

Other mosque premises (please specify _____)

Speakers (if any) : 1) _____ (Local / Foreign*)

2) _____ (Local / Foreign*)

(* For foreign speakers please apply Miscellaneous Pass from MoM. A copy of approved Pass to be submitted to Al-Iman Office ** Please see detail explanation in following para 1.4)

I (the applicant) have read the terms and conditions governing the use of the said facility at Al-Iman Mosque and hereby agree to be bound by the said Terms and Conditions.

Name, NRIC No. and / or Company Stamp

Signature of Applicant and Date

FOR OFFICE USE

Facility is available on date requested

** Informed relevant internal Dept.

Record updated

Verification with Head of Department Yes/No** Name: _____ Date/Time: _____

Approved

Not Approved

Reason (if any): _____

Booking checked and updated by: Staff's Name: _____ Date: _____

Signature of Manager / HoD & Date: _____

AL-IMAN MOSQUE MANAGEMENT BOARD

TERMS & CONDITIONS GOVERNING THE USE/RENTAL OF FACILITIES AT AL-IMAN MOSQUE

1 Booking & Application

- 1.1 All applications for rental of facility shall be made in the prescribed form obtainable at the mosque's office.
- 1.2 Bookings are not transferable.
- 1.3 Al-Iman Mosque may, in its absolute discretion, grant or refuse any application for the use of its facility. The mosque also reserves the right to cancel any approved booking. In lieu of such cancellation, refund will be made on deposit if any. Please refer to following paragraph 9 on Cancellation matters.
- 1.4 It shall be the duty of the applicants to provide the necessary licenses and/or permits from the relevant approving authorities to hold talks, exhibitions, meetings seminars, etc. Copies of such licenses and/or permits must be submitted to Al-Iman Mosque at least 3 days before the event being held at its premises.
- 1.5 Approval of booking of facilities is subject to availability and on first come first served basis.

2 Deposit

- 2.1 All approved application is subject to a deposit of 50%, which is payable upon submission of the application form. An additional deposit of \$100.00 is also required for Mosque maintenance (should mishap happen; it will be rightfully be Mosque property)

3 Rental Rates

- 3.1 The rates of rental of the mosque's facility are as follows:-

Room / Space	Capacity	Rate	Fee	Inclusive
Basement (Suitable for Wedding Receptions, Mass Gatherings, Mass Meetings, Birthdays)	Seated on mat = 400 pax Seated on chairs = 400 pax	First 1 Hour Subsequent Half - hour	\$120.00 \$60.00	• Audio System
Multi Purpose Hall 1st floor (Suitable for Presentations, Talks eg. Hajj Course)	Seated on mat = 300 pax Seated on Chairs = 300 pax	First 1 Hour Subsequent Half-hour	\$100.00 \$50.00	• Audio System
Auditorium 2nd floor (Suitable for Seminars, Workshops, Wedding Receptions, Birthdays)	Retractable chairs = 130 seats Seated on Chairs = 200 pax 4' Round tables with 8 chairs each table = 12 tables	First 1 Hour Subsequent Half Hour	\$200.00 \$100.00	• Audio System
Solemnisation (Basic set-up for nikah)	Bridal chairs, seats for groom & kadi	2 hours blocked	\$150.00	• Audio System
Conference Room 4th floor (Suitable for Professional / Business Meetings)	Seated on chairs = 30 pax	First 1 Hour Subsequent Half Hour	\$100.0 \$50.00	• Whiteboard • Flipchart 1 unit • Markers
Classroom (Suitable for Professional / Business Meetings)	Seated on chairs with tablets = 30 pax	First 1 Hour Subsequent Half Hour	\$50.00 \$25.00	• Whiteboard • Markers
Courtyard Level 1 (Suitable for Barbecues / Outdoor Activities)	Standing = 60 pax	First 1 Hour Subsequent Half Hour	\$50.00 \$25.00	<i>Please Note: Lightings only till 10.30pm</i>

- 3.2 The charges for the rental of the facilities as above are subject to changes without prior notice.

4 Food and its Preparation

- 4.1 Except for cooking purposes, lighting of open fire are strictly prohibited within the mosque.
- 4.2 Food may only be served at designated area as indicated by the Mosque Official. The applicant must ensure that all left-over food, utensils and handouts are removed and disposed off immediately after the function. All expenses incurred by mosque to clean the premise will be offset against the Deposit.

5 Optional Items for Rent

- 5.1 The following equipments/items are available for rent:-

No.	Items	Cost
A	Flip Chart	\$10.00 per day
B	Whiteboard and Markers	\$10.00 per day
C	Collar Microphone	\$20.00 per day
D	Portable Video Projector	\$50.00 per day
E	Rostrum	\$15.00 per day
F	Standard Plastic Chairs	\$0.60 per piece/day
G	Standard Plastic Chair with cover	\$2.60 per piece/day
H	4' Round Table with white plastic cover only	\$4.00 per piece/ day
I	4' Round Table with white plastic cover & Skirting	\$14.00 per piece/day
J	3' x 3' Square Table with white plastic cover only	\$2.00 per piece/day
K	3' x 3' Square Table with white plastic cover & skirting	\$6.00 per piece/day
L	4' x 8' Buffet Table with Skirting	\$20.00 per piece/day
M	Table Décor – Fresh Flower	(prevailing market price)
N	Mini Stage / Wedding Dias	To be discussed
O	Audio / Video System	To be discussed

- 5.2 The following items are chargeable :-

(a)	Mineral Water	(Prevailing market rate)
(b)	Hot Drinks – Teh “O”	\$15 per 20 litre tub
(c)	Hot Drinks - Teh Susu	\$35 per 20 litre tub
(d)	Cold drinks (Syrup)	\$15 per 20 litre tub
(e)	Refuse (Garbage) removable fee	\$30.00 per 50 pax (incremental)

6 Defacement and/or Damage

- 6.1 The applicant must ensure that during the course of the function maximum caution is exercised so that NO part of the room/space and mosque premises are defaced or damaged.
- 6.2 In the event of any damage and/or defacement caused to any part of the mosque premises, the applicant shall be solely liable to make good such damage and/or defacement within 7 days of notice, failing which, Mosque shall add the cost of such repair to the original bill of the applicant.

7 Payments

- 7.1 Full payment to be made within 14 days from the date of invoice.
- 7.2 All payments by cheque shall be made payable to “Masjid Al-Iman”.

8 Cancellation

8.1 The refund of deposit for any cancellation of booking by the applicant are as follows:

More than 1 month from the date of function	Full Refund
1 month or less from the date of function	80% of full invoice amount
2 weeks or less from the date of function	50% of full invoice amount
1 week or less from the date of function	Nil

8.2 Administrative fee of \$20 is chargeable on any cancellation.

9 Out of Bound

9.1 Mosque's administration office and teacher's room are out of bound. The applicant must ensure that their guests do not enter the said rooms.

10 No Smoking

10.1 Smoking is strictly prohibited at any part of the mosque premises.

11 Islamic Rules In The Mosque

11.1 Not permitted to play any forms of musical instrument in the main prayer hall area & mosque premise.

11.2 Life performance of spiritual songs such as nasyid, hymns etc and playing of kompang, gendang may be allow at the basement only upon approval by the Management Board.

11.3 Strictly **NO** performance of Kuda Kepang is allowed.

11.4 The host is encouraged and advise to inform their audience attending their function with regards to following details :-

- AURAT : To ensure appropriate modest Muslim/Muslimah attire is worn in the Mosque especially upon entering the iktikaf area.
- To ensure those who are entering the dewan solat (iktiqaf area) conforms to syariah regulations(such as haid etc)
- Strictly **NO** dais in the dewan solat area for Solemnisation.
- Host is to ensure that the Mosque premises is kept clean at all time.

12 Others

12.1 Applicants are to ensure that their function starts and end on time.

12.2 The applicant shall ensure that noise is kept to a minimum and such that it does not disturb or cause any discomfort to the mosque jemaah or its neighbours.

12.3 Collection of donations during the function is not allowed except explicitly for Al-Iman Mosque Fund.

12.4 Mosque shall not be held responsible for any accident, mishap or misdemeanor during the event.

12.5 The applicant shall adhere to the above Terms & Conditions governing the use of the facilities and the mosque premises and shall comply with any instructions issued by the mosque officials as the situation may require.