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Hiring Al Mahdi Centre for Private Functions

TERMS FOR HIRING AL MAHDI CENTRE

This is our policy for Private Hire for Events/Functions taking place at Al Mahdi Centre. Please abide by the procedures outlined below.

Any individual or group from within the Community may rent Al Mahdi Centre for a private function or meeting provided all the Rules and Regulations are adhered to at all times, including during any preparations as well as the actual program. All matters relating to the Sharia will also have to be followed. The rental of the Center shall be permitted as long as it does not conflict with any Jamaat programs.

Wessex Jamaat requests your full co-operation towards the fulfillment of the following terms. This will enable us all to discharge our responsibility towards the successful operation of this noble centre dedicated in the name of our beloved living Imam Sahib al-Asr (af).

General Terms

1. All applications for Al Mahdi Centre bookings shall be given either in writing to the Secretariat or by emailing the booking to the Secretariat on info@almahdi.org.uk.
2. The centre is available for hire for dates preapproved by the EC, with a minimum notice of 7 working days.
3. No facility will be provided to members whose subscription is at default and will only be considered once the arrears has been settled.
4. Payments are to be made to the Hon Treasurer in advance of any booking. The User shall pay fifty percent (50%) of the total amount owed on the date of booking.
5. All bookings fall under the jurisdiction of the Wessex Jamaat Executive Committee.
6. **Speaker:** Wessex Jamaat pays a standard hadiya to all guest speakers. The User must check with the Secretariat the current rates should they wish to invite any speakers or reciters. Any guest Lecturers/Reciters has to be confirmed and approved with the Secretariat in advance for the booking period.
7. **Gender Interaction:** To maintain the sanctity of the Al Mahdi Centre and Imambargah, any function being held at the centre would need to uphold the





ethos of gender interaction or 'mixed gathering' as per the teachings of our noble faith. As a guidance kindly refer to the document 'Good practice for mixed gathering' approved by the WFED and adopted by all Jamaats including Wessex Jamaat. This can be found here: https://www.world-federation.org/sites/default/files/uploaded_files/Good%20Practice%20for%20Mixed%20Gatherings.pdf. Please refer to Section 4 on pages 5-7 of the document (*Acceptable forms of mixed gathering*) and the table on page 8 of the document (*Policy on use of partition in events*).

Please note that any 'mixed gathering' that do not comply to the referred guidance is not permissible under any circumstances, whether amongst family members or otherwise.

8. **Photography:** Please refrain from taking pictures of 'mixed gathering' that do not comply to the referred guidance. Wessex Jamaat is not responsible to seek consent from attendees with regards to photography/video recording. This is to be sought by the hiring party.
9. **Hijab/Dress code:** All attendees including guests will need to observe hijab / modest dressing. Guests from other faiths or no faiths be advised that Men to wear long trousers and women to wear a headscarf/head covering and long skirts/trousers.
10. The renting party, in collaboration with the Secretariat, shall appoint a specific individual who shall be in charge of the Center and its property during the event and shall ensure that the Center is duly closed and secured.
11. Timings agreed for the hire period are to be strictly adhered to.
12. All lights in the building must be switched off on leaving the premises, the windows shut, air-conditioning units turned off and the Key Holder must set the alarm upon leaving. A basic checklist for use during any program can be provided by Secretariat upon request.
13. Volunteer arrangements are the responsibility of the User.
14. The Partition doors between the gents' and ladies' halls and the classrooms are to be operated by Jamaat approved and trained personnel only.
15. Jamaat approved carpet protectors must be laid before any niyaa is served. This may be done in advance and the Secretariat can be contacted for help.
16. The kitchen can be used for full catering services by trained members subject to kitchen usage fee.
17. The kitchen can be used for serving and preparing tea/coffee for tabarruk with prior consent from the Secretariat.
18. The Kitchen must be returned in the same immaculate condition as it was prior to hire. The Jamaat reserves the right to invoice the hiring party any additional costs of professional cleaning should the cleaning not be up to standard.
19. The Jamaat uses biodegradable plates/cups/sundries which can be used by the hiring party at an agreed cost with the Treasurer.
20. Care must be taken when and if placing any tables and chairs against the walls.





21. Equipment found in the building must not be removed or relocated, unless agreed in advance of booking. Any furniture or items brought in for the hire period must be removed and the area left tidy at the end of the hire period.
22. The hiring party is to take responsibility of rearranging the hall, partitions, classrooms and furniture as it was prior to hire. All resources such as books, podium, boards and any other items utilized are to be returned to their original areas. Centre to be arranged as was before the event.
23. Breakages and losses are the full responsibility of the hirer and will have to be paid for immediately.
24. No fixtures/decorations are to be attached to the walls or ceiling in the building without prior permission. It is our policy that no decorations are permitted on any wall surroundings of the Al Mahdi Centre. At no point will candles or other potentially hazardous devices be permitted inside the Al Mahdi Centre during a function. Freestanding decoration is allowed and must not block access to the Emergency exits. All decorations must be removed after the event.
25. The usage of any material that can permanently affect the appearance of the walls, carpet and the centre - such as nails, tape, blue tac, coloured flower petals, coal for oudh etc - is strictly prohibited.
26. Wessex Jamaat, its Executives, Trustees and Members shall not be responsible for any losses, theft or damages to any personal belongings brought to or left at the Centre prior to, during or after a function, or any personal injuries or liabilities that may arise as a result of the User's use or activity in or on the property of the Al Mahdi Centre.
27. Wessex Jamaat, its Executives, Trustees and Members shall not be responsible for any **security arrangements** during the private hire of the centre, nor for any security related losses, theft or damages to any personal belongings prior to, during or after a function, or any personal injuries or liabilities that may arise as a result of the User's use or activity in or on the property of the Al Mahdi Centre.
28. No smoking will be allowed inside the building.
29. Cleaning at the end of the hire period will be done by the Jamaat's approved Cleaner at an agreed cost.
30. All garbage must be emptied in the bins by the entrance gates.
31. It is the responsibility of the User to inform the persons brought to the facilities by him/her of the above rules and regulations. The User shall assume and undertake FULL responsibility to his/her function and those attending the facilities during his/her function.
32. Wessex Jamaat Executive reserves the right to amend and or add further rules or conditions as necessary.
33. Wessex Jamaat reserves the discretion to review charges periodically and for events' requirements.





Specific Terms for Wedding Hire and Private Functions

1. All guidelines under 'General Terms' above will apply for the User.
2. All wedding parties must check with the Secretary with regards to date and availability of the Center prior to arranging any wedding.
3. No functions will be allowed on a Jamaat programme unless agreed. If private events fall on a Khushali, the Khushali program has priority.
4. Wessex Jamaat reserves the right to take additional booking unless requested otherwise. Subsequent parties wishing to hold a similar function on the same day and time at the Al Mahdi Centre must contact the Secretariat on info@almahdi.org.uk
5. **Gender Interaction:** To maintain the sanctity of the Al Mahdi Centre and Imambargah, any function being held at the centre would need to uphold the ethos of gender interaction or 'mixed gathering' as per the teachings of our noble faith. As a guidance kindly refer to the document 'Good practice for mixed gathering' approved by the WFED and adopted by all Jamaats including Wessex Jamaat. This can be found here: https://www.world-federation.org/sites/default/files/uploaded_files/Good%20Practice%20for%20Mixed%20Gatherings.pdf. Please refer to Section 4 on pages 5-7 of the document (*Acceptable forms of mixed gathering*) and the table on page 8 of the document (*Policy on use of partition in events*). Please note that any 'mixed gathering' that do not comply to the referred guidance is not permissible under any circumstances, whether amongst family members or otherwise.
6. **Photography:** Please refrain from taking pictures of 'mixed gathering' that do not comply to the referred guidance. Wessex Jamaat is not responsible to seek consent from attendees with regards to photography/video recording. This is to be sought by the hiring party.
7. Filming should be solely restricted to the ceremony and family members only. Photographs/Videographers must ensure Hijab is maintained.
8. **Hijab/Dress code:** All attendees including guests will need to observe hijab / modest dressing. Guests from other faiths or no faiths be advised that Men to wear long trousers and women to wear a headscarf/head covering and long skirts/trousers.
9. All wedding parties must adhere to the World Federation's guidelines on Thalassaemia, HIV & Aids.
10. Wessex Jamaat is not responsible to give order for the wedding dinner/walima unless requested
11. Wessex Jamaat is not responsible for arranging the Reciter for aqd-e-Nikaah unless requested
12. Timings of the ceremonies would need to be approved by the Wessex Jamaat Secretariat/Executive.
13. Rental of Al Mahdi Centre shall include the Audio/Visual systems. The AV system will have to be operated only by the Jamaat's approved personnel (The AV department).

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