



مسجد ال عبدالرزاق

RENTAL AGREEMENT FOR MOSQUE PREMISES

Name (Event Owner) : _____ Contact no.: _____

Address : _____

Email : _____ Office (if any) : _____

Purpose of Rental : _____

(Rental of activities / programs permissible @ Musolla: Solemnisation (nikah) and tahlil / *doa Selamat*)

DETAILS OF RENTAL	
Date	Time _____ to _____
Information of bride & groom	
Name of groom	
Name of bride	
No. of guests (estimation)	
Additional information	

Terms and Conditions

- The charges (INFAQ) for booking of Musollah are as follow :
2 hours block (\$200) or 4 hours block (\$300)
- Any purpose of rental by Event Owner shall not clash with Mosque Activities and Programs such as Kuliah / Syarahan / Tahlil / Maulid Ad Dibai / Mosque Islamic Calendar of Events.

- The charges (INFAQ) covers usage of: 2 Microphone / Air-con / Basic Logistic Support such as arrangement of seating area. Any additional requests is subjected to the Mosque Management Board's approval.
- Request use of Classroom will be on separate agreement and rates.
- Event owner is required to assist Mosque Operation Assistants (noja) for clearing of leftovers after the event.
- Mosque reserves the right to request from Event Owner a brief announcement / distribution of flyers on Mosque programs and activities.
- Mosque reserves the right to request Event Owner to cease or reduce any disturbances / noise caused during event should it deemed necessary.
- Male and female guests are to be segregated accordingly and dressed in proper attire to preserve the peace and sanctity of the mosque.
- Mosque deserves the right to approve or not approve this Rental Agreement should Event Owner request for more than the mosque can provide.
- A Security Deposit of \$200 will be forfeited if Event Owner do not adhere to the regulations above including any damages caused during the event on mosque facilities.
- Kindly sign the Rental Agreement Form after reading the Terms and Conditions and abide by them.
- Please check your receipt of payment before leaving. Thank you.

FOR OFFICE USE ONLY
Amount paid : _____
Receipt no. : _____

Name of officer & signature

* SECURITY DEPOSIT RETURN
Amount RETURNED : \$200
Remarks : _____

Name of Event Owner & signature

* Security Deposit can only be returned to Event Owner. Representatives must present Letter of Authorisation to act on behalf of Event Owner.