



## FACILITIES BOOKING FORM

Organiser:	_____		
Date of Event:	_____		
Start time:	_____	End time:	_____
Type of Activity:	_____		
Organiser's Address:	_____		
Name of Contact Person(s)	_____		
Fax No:	_____	Tel No(s):	_____

### A Please indicate type of facility required

√	Facilities	Capacity	Rates		
			Hourly	Security Deposit	Remarks
	L4 Conference Room	20	\$ 70.00	\$ -	
	L3 Auditorium	270	\$ 300.00	\$ 200.00	Air-conditioned
	L2 Foyer	200	\$ 200.00	\$ 100.00	Non Air-conditioned
	Room (Category 1)	10 - 15	\$ 120.00	\$ -	
	Room (Category 2)	20 - 40	\$ 150.00	\$ -	
	L1 Foyer	50	\$ 130.00	\$ -	Non Air-conditioned
	L1 Main Prayer Hall	Please speak to our Officer-in-Charge			
	Setup / Rehearsal / Teardown (1 day prior to OR 1 day after Event day)	S\$40 @ 2 hours After office hours (weekdays) After 5:00pm (weekend)			

### B Please state your requirements

Items	Qty	Rates
Tables		\$ per table incl table cloth
Chairs		Complimentary first 30 chairs. Add \$ per chair
Microphones		Complimentary 1st mic. Add \$ per mic
Laptop		\$ per day per laptop

	<b>For Weekend/Public Holiday/ After Office Hour</b>
	<b>Additional Charges</b>
	On Site Technician - \$ per hour
	Cleaning Service - \$

**C Other requirements (please state)**

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Signature & Date

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Company Stamp

**ADDITIONAL INFORMATION**

1 DEPOSIT & PAYMENT

30% deposit of total charges is required to confirm the use of mosque's facilities. Balance of payment to be settled after the function (within 1 month)

2 CANCELLATION POLICY

Notice of cancellation must be made known to the Officer-in-Charge within 3 days before the actual event, otherwise all deposits will be retained.

3 BOOKINGS

Bookings can be email to [info@hasanah.mosque.sg](mailto:info@hasanah.mosque.sg).  
Please call our Officer at 65617990 should you need further inquiries

**For Office Use**

\* Approved / Not Approved

Rental \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Cleaning Fee \$ \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm to Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

\_\_\_\_\_  
Officer's Signature & Date

\_\_\_\_\_  
Receipt No