



BOOKING OF FACILITIES APPLICATION FORMS

Name of applicant :		Tel no :	
Name of Organisation :		Tel no :	
If you're applying on behalf, please state your relationship :			
Address :		Postal code :	
Email :			
Purpose of Use :	<input type="checkbox"/> Course <input type="checkbox"/> Seminar <input type="checkbox"/> Meeting <input type="checkbox"/> Others : _____ Name of course/seminar : _____ Lecturer Name: _____		No of pax : _____ ARS Tier : _____
Any refreshment provided?	<input type="checkbox"/> No <input type="checkbox"/> Yes : Caterers name _____ NEA Licence No : _____		
Event Date : _____		Time : _____	Total hours : _____
Set-up date (if any) : _____		Time : _____	
Facility	Rental Rates	Remarks	
<input type="checkbox"/> Dewan Yam L1	<input checked="" type="checkbox"/> Administration Fee : \$50 (Non refundble) <input checked="" type="checkbox"/> Refundable Security Deposit : \$500 <input type="checkbox"/> #Rental fee : \$1400 for whole day from 8m to 5pm (Aircon, projector, basic sound system with 1x wired & 1x wireless mic, rostrum) <input type="checkbox"/> Interactive tv : \$50 / <input type="checkbox"/> Additional mic : \$50	\$700 for 4 hours block \$250 for setup 6 hours (day before) \$175 additional hour Up to 350pax	
<input type="checkbox"/> Study Room L2	<input checked="" type="checkbox"/> Administration Fee : \$50 (Non refundble) <input type="checkbox"/> Rental fee : \$100 for the first 3 hours	\$35 for additional hour Up to 10pax	
<input type="checkbox"/> Dewan Halijah L2	<input checked="" type="checkbox"/> Administration Fee : \$50 (Non refundble) <input type="checkbox"/> Rental fee : \$300 for the first 2 hours (Aircon, projector and basic sound system included)	\$75 for additional hour Up to 100pax	
<input type="checkbox"/> Boardroom L2	<input checked="" type="checkbox"/> Administration Fee : \$50 (Non refundble) <input type="checkbox"/> Rental fee : \$150 for the first 2 hours <input type="checkbox"/> Interactive tv : \$50 / <input type="checkbox"/> Bose VideoBar (Hybrid) \$50	\$35 for additional hour Up to 25pax	
<input type="checkbox"/> Classroom L2	<input checked="" type="checkbox"/> Administration Fee : \$50 (Non refundble) <input type="checkbox"/> Rental fee : \$100 for the first 3 hours <input type="checkbox"/> Projector \$50 / <input type="checkbox"/> 1x wirele mic \$50	\$35 for additional hour Up to 25pax	
<input type="checkbox"/> Linkway L1 <input type="checkbox"/> Courtyard L1	<input checked="" type="checkbox"/> Administration Fee : \$50 (Non refundble) <input type="checkbox"/> Rental fee : \$100 for first 3 hours	\$35 for additional hour Up to 50pax	
For Official use :			
Total amount : _____		Receipt no : _____	
Name of receiving officer : _____		Date : _____	

Declaration : I declare that the above particulars are true and I agree to abide by the Rules and Regulations gorvening the use or Ar-Raudhah Mosque facilities.

Signature of applicant

Date

Ar-Raudhah Mosque – Terms and conditions for rental of facilities

The following Terms and Conditions shall govern the use of the Ar-Raudhah Mosque Facilities, to ensure cleanliness of the Mosque, welfare of our staff and safety of Jemaah, your guest and your workers, and smooth running of event, please observe the following rules & regulations:

1. All applicants for the use of any facility of Ar-Raudhah Mosque shall be made in writing using the Ar-Raudhah Mosque Facility Booking Form. The management has the right to grant or refuse any booking for the use of the booked facility without assigning any reason whatsoever.
2. The applicant must be a Singapore Citizen/PR or Work Permit Holder.
3. The applicant can only make bookings 6 months from the event date.
4. Orderliness and proper public behaviour are to be maintained at all times.
5. The facilities can only be used for the purpose stated in the application form. Below are the things that should be observed when using the Mosque's facilities.
6. For religious activities - Only Islamic teachers or Quranic teachers who are registered under ARS can conduct religious class
7. The Mosque Management Board will not be responsible for any traffic summons issued by the Traffic Police to the organizer/ applicant/ guest.
8. The Mosque Management Board have the rights to inspect the activity to ensure compliance.
9. Strictly no activities that can tarnish the sanctity of the Mosque.
10. No orchestra, no karaoke and no external instruments are allowed.
11. Kompang accompaniment is restricted to the Mosque's entrance only.
12. No live cooking and no gas cylinder is allowed. (Penalty of \$500 will be imposed)
13. No stapling or hammering of nails and no hanging or placing of any decorations (Scallops) onto the wooden walls of the hall, the ceiling and the beam that supports the lighting/projector/camera/speaker etc.
14. No placing of tables or any obstructions (i.e. pots and pans) along the corridor.
15. No washing of utensils, dishes or any other buffet sets.
16. No littering and smoking is allowed. All rubbish must be thrown into the garbage bins provided and pushed to the bin centre immediately after the event.
17. Any infringements of the above will incur penalties (\$200 deductions from the Security Deposit)
18. Any damages to the building, furniture, fittings and equipment that may be caused during the use of facilities will be deducted from the Security Deposit. The Mosque reserves the right to claim if the damage cost is in excess of the Security Deposit. Excessive costs shall be made payable to the LPM Ar-Raudhah.
19. After the event, caterers and decorators have a window of 2 hours till 7pm to clear and clean up all decorations, tables, and chairs and must be stacked neatly under the shelter at the backyard and be removed by the user not later than noon of the following day.
20. Lembaga Pentadbir Masjid Ar-Raudhah shall not be responsible for any damage, loss of property, injury or death that may be incurred during the course of the function or event organised.
21. Lembaga Pentadbir Masjid Ar-Raudhah reserves the right to approve or disapprove the application and amend the Terms and Conditions from time to time without assigning any reason.
22. The applicant can only collect back the refundable Security Deposit of \$500/- from the Mosque Management Committee within one month after the event and with prior appointment.
23. Ar-Raudhah Mosque will assist to provide additional logistic request from 3rd party vendor upon agreement from applicant. All charges will be borne by applicant.