

**ISLAMIC ASSOCIATION OF MICHIGAN**  
**18105 Racho Road, Brownstown, MI 48193 - (734) 281-8050**

**BANQUET AND SOCIAL HALL RENTAL AGREEMENT**

EVENT REQUEST:	(DATE):	(TIME):
PURPOSE OF EVENT:		
CONTACT PERSON:		
ADDRESS (CITY/ST/ZIP):		
PHONE NUMBER:	(HOME):	(CELL):
EMAIL ADDRESS:		

**HALL RATES TERMS:**

I.A.M Masjid Members:	
<input type="radio"/>	FULL HALL (MAX 400 PERSONS) \$400.00 + \$200.00 (refundable) deposit to be paid in full prior to the event.
<input type="radio"/>	HALF HALL: (MAX 200 PERSONS) \$200.00 + \$150.00 (refundable) deposit to be paid in full prior to the event.
<input type="radio"/>	HELPERS (\$20 per hour/per helper) – Optional # of Helpers: _____
<input type="radio"/>	CLEAN UP AFTER THE EVENT (\$100) – Optional

NON I.A.M Masjid Members:	
<input type="radio"/>	FULL HALL (MAX 400 PERSONS) \$500.00 + \$200.00 (refundable) deposit to be paid in full prior to the event
<input type="radio"/>	HALF HALL: (MAX 200 PERSONS) \$300.00 + \$150.00 (refundable) deposit to be paid in full prior to the event
<input type="radio"/>	HELPERS (\$20 per hour/per helper) – Optional # of Helpers: _____
<input type="radio"/>	CLEAN UP AFTER THE EVENT (\$100) – Optional

**AMOUNT PAID AT RESERVATION:**

The host of the event agrees to pay Islamic Association of Michigan (IAM) the amount of \$ \_\_\_\_\_ as a deposit during reservation. This amount is non-refundable if cancelled within 30 days of the event. There will be a full refund if the cancellation is done 30 days prior to the event.

The balance amount of \$ \_\_\_\_\_ will be paid 3 days before the day of the event prior to the commencement of preparation of the hall. Acceptable payment is Cash, Credit Card, Money Order or Cashier Checks.

The host/hostess agrees to the terms and conditions set forth in this package and also acknowledge having read the same.

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The host/hostess agrees that this agreement is binding upon the person who signs the contract. It does not cover any other entity and this agreement is non-transferable. The hall may not be sublet under any circumstances.

If the event should include visiting speakers for the event, they have to be authorized by the Board of Directors, Islamic Association of Michigan.

The host/hostess assumes full responsibility for the character, act and conduct of all persons admitted into the premises. IAM shall not be held responsible for any damage and or injury to any persons including death or for any loss of or damage to the property of the attendees of the event. The host/hostess agrees to indemnify IAM and hold harmless its agents, servants, employees, volunteers and executive officers from any such occurrences.

Any damage(s) that occurs to the facility that are a direct result of the renter or his/her guests will be the responsibility of the signer of this agreement. IAM will charge the signer of this agreement the cost of the repairs to fix the damage.

Wall and ceiling decorations are not permitted. Decoration of chairs and tables is permissible. Any additional decorations may be allowed at the discretion of the hall rental committee. All decorations must be taken down at the end of the event by the host/hostess. Any damages caused to the appearance of the building/hall due to decorations will be considered as the responsibility of the host/hostess and an additional charge may be imposed on them to rectify the damages.

IAM is a non-smoking facility and this policy will be strictly enforced. Anyone found in violation of this policy will be asked to leave the premises.

Under no circumstances is any type of alcoholic beverages or illegal drugs allowed on the premises. A violation of this policy will result in immediate cancellation of the event. The host/hostess acknowledges that in such circumstances, there shall be no refund of any kind and that IAM has the obligation to report such behavior to responsible authorities.

Music of any kind is not permissible in the premises; Free mixing of the genders is not allowed in the premises.

The host/hostess acknowledges that he/she shall ensure that the event is conducted according to Islamic principles, including respecting the prayers and azaan timings.

The host/hostess acknowledges that this form has to be completed, signed and submitted along with a deposit in order to reserve the hall.

The rental term of the hall is 4 hours. Should the event exceed this time, one additional hour will be granted for an additional charge of \$100.00. The maximum allowable time for the rental is 5 hours unless prior authorization is given in writing with an amended contract.

The hall will be available for decorations or set up only 4 hours prior to the event. No exceptions. IAM does not entertain storage of any items pertaining to the event in the premises prior to 4 hours before the event; again, no exceptions.

For items/benefits included with the signing of this agreement and payment of deposit, please refer to the form "hall rental information"

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Signature of host or hostess/ Date

IAM Board of Director/ Date.

*By signing this agreement, the signer agrees that he/she has read this agreement and the attached form named "Hall rental information" completely and has understood it in its entirety and agrees to comply with the conditions set forth in this agreement.*

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- The hall is capable of seating 400 people maximum.
- Chairs, tables and partitions will be provided by IAM to accommodate the reservation. If additional tables/chairs are needed during the event, there will be a \$50 charge per table (includes 10 chairs).
- Serving spoons will be provided by IAM.
- IAM can provide upon request, tea percolators (2-3) and water cans (10 gallons-2).
- IAM can provide upon request and availability (for a fee), helpers to assist with serving food and cleanup.
- All cutlery, table covers and supplies needed (plates, cups, napkins, bowls, tea/coffee, sugar, garbage bags etc.) are the responsibility of the host/hostess. All decorations are the responsibility of the host/hostess.
- The host/hostess is responsible to clean the facility (broom/mop) and neatly stack the chairs after the event or risk losing the security deposit. IAM can provide this service upon request for a \$100 fee.
- Confetti, glitter, scotch tape and nails may not be used for decorating. Paint tape is permissible.
- Events are not allowed to go past midnight. The facility will be shutdown (lighting, heating/cooling will be turned-off).
- Children are not allowed in the kitchen area and storage room area. The kitchen may not be populated by anyone except the host/hostess plus 1 person that the host/hostess designates. No cooking is allowed in the kitchen.

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