

## Event Booking Form

*(Only applicable for events not already organized by AzaKhana )*

Date:	_____	Type:	<u>Majlis / Jashan / Wedding /</u> _____
Full Name:	_____	Telephone/Mobile:	_____
Address:	_____	Email:	_____
	_____	Event Date & Time	_____
Speaker Name	_____	Niyaz:	<u>Served / Distributed:</u> _____

Bookings	Charges: Members	Please tick	Charges: Non-members	Please tick
Hall Ground Floor	€50		€65	
Hall First Floor	€50		€65	
Azakhana Plates/ Spoons/ Cups/ containers	€40		€40	
SMS message	€5		€5	
Kitchen	€50		€50	
Cleaning	€60		€60	

All individuals/families donating to AzaKhana project on regular basis are regarded as "Members"

I / We agree :

- To abide by the rules of the AzaKhana's constitution
- To follow the AzaKhana-e-Zahra Code of Conduct. Copy available on AZ Notice Board
- That all costs in relation to this event will be paid in full before the event
- Maximum duration is 3 hours for an event
- On Sunday all events will start after 2:00 pm ( Due to Sunday school)
- Speaker should not be booked without consent from AzaKhana Board of Trustees / Chairman
- Cook will be paid by the event organizer and kitchen will be occupied by concerned people only
- In case of violation of AzaKhana's code of conduct and booking terms and conditions, AzaKhana will reserve the right to cancel or not to book any future bookings from individual / group or party
- Speaker name should be confirmed and agreed with the Board of Trustees / Chairman on the day of booking. In case of any change of speaker or cancellation, event organizer must inform and agree with AzaKhana prior to the event

\_\_\_\_\_  
Organizer's Signature  
Date:

\_\_\_\_\_  
Signature of AzaKhana Member  
Date:  
Payment Status:\_\_\_\_\_ Receipt No.\_\_\_\_\_