



The Memon Centre | 7 Abbotsford Road (Off Uppingham Road)
Leicester LE5 4DA
bookings@memoncentre.com
CHARITY REG. NO. 1064948

HALL HIRE FORM

Name of Hirer _____

Address _____

Tel; No: _____ Mob: No _____

email _____

Address _____

Date of Hire: _____ Number Of Guests _____

Time Of Hire _____

Total Amount Payable _____

Deposit _____

Balance including Deposit _____

Clients Signature

Print Name

Please note Maximum capacity of the Centre is 500 Persons.

Please read Terms and Conditions on Reverse and Sign.

TERMS & CONDITIONS

1. The weekend Hire is for Friday, Saturday (vacate by 7.00pm) and Sunday. Week day Hire is Monday to Thursday.
2. A cash deposit of **£250.00** must be paid to activate the booking(after which booking will appear on the **Memon Centre online Calender**). This Deposit will be refunded **24 hours after the event** . Deposit will not be refunded in the event of a cancellation. Full payment of all outstanding balances is required **14 Days before** the function date.
3. After the event, the Hirer and the Caretaker must check the Centre for any damage and breakages.
4. Late bookings of less than 1 month notice must be paid in full at time of booking plus the deposit.
5. The Hirer will be Liable for any Breakages or damages to any of the Items belonging To the Memon Centre caused by their Guests and Full amount will be deducted from The Deposit or extra will be charged.
6. A charge of £150 extra will be charged for cleaning the Centre, but the hirer must remove the rubbish bags from the centre and dispose. If the hirer wants The Centre to dispose of the black bags an additional £50.00 will be charged.
7. Memon Centre accepts no liabilities for personal items lost or stolen in the premises or the Car Park.
8. **NO ALCOHOL** and **No Smoking allowed** inside the Memon Centre.
9. The Hirer MUST return the Signed booking form with the deposit. If you have booked the Centre and NOT signed the forms and Paid the Deposit within 7 days then the booking will be automatically cancelled.
10. In the event of Saturday Hire, the Centre must be vacated by 7.00pm. Caretaker will make sure that this is implemented.
11. The setting of Chairs and Tables is the responsibility of the Hirer, The Caretaker will advise and assist.
12. Memon Centre reserves the right to Cancel any booking not complying with the terms and conditions.

HALL HIRE CHARGES:

MONDAY- THURSDAY EVENINGS PRICE: **£500**
(except for Majlis and Mendhi Function **£300** plus **£50** Cleaning.)

FRIDAY: **£1000**

SATURDAY: **£1500** (till 7.00pm)

SUNDAY: **£1500**

INCLUDED IN THE PRICE:

Use of, Main Hall, Kitchen

Ladies and Gents Washroom

Stage, Tables and Chairs

FUNERAL HIRING

Free Funeral Hire for Funeral in Leicester (Subject to hall not already booked) .

£100 must be paid to cover Care Taker.