

APPLICATION FOR USE OF THE Islamic Center of Jersey City Hall

Date of use.....from (time).....to..... (5 hour maximum)

Person or Organization requesting use.....

Address.....

.....Phone(.....)

RULES AND REGULATIONS

.. Hall rental fee payable in advance made out to Islamic Center of Jersey City (ICJC). No firm confirmation shall be made until hall rental fee is received.

Paid \$.....for(date).....

Profit making ventures are subject to the Islamic Center of Jersey City approval.

CATERING: (...) The Center (....)Self (....)Other.....

two weeks before the dinner date. Balance due on the day that the dinner is served. MAXIMUM NUMBER OF PERSONS NOT TO EXCEED 250.

Dinner reservations of 100-150, you are allowed 5 either way. Reservations for 151 and over you are allowed 10 either way.

All food purchased and prepared by the Islamic Center of Jersey City will be the property of the Center. No food will be returned to you.

The Center will charge \$75 for :

B) Remove all garbage and decorations from the building and place in the dumpster.

C) Sweep excess garbage from hall floor.

The Center will charge \$50 for:

A) Wash all dishes, silverware, pots, and pans and remove all food from building.

NO Center PROPERTY SHALL BE REMOVED FROM THE BUILDING. This includes tables, chairs, kitchen equipment, etc.

If hall is not already being used, arrangements will be considered for decorating in advance, but no earlier than the evening of day before the event.

Any breakage of furnishings will be charged accordingly and user is liable for any other damages occurring to Hall or property in Center.

Kitchen equipment is subject to inventory after use.

Number of reservations.....at \$.....per plate/person.

Signed.....Date.....

Upon signature of applicant and approval by the Islamic Center of Jersey City, this application becomes a valid contract.

The Islamic Center of Jersey City approving application.....

Date approved.....