



Lembaga Pentadbir Masjid Ar-Raudhah

30, Bukit Batok East Avenue 2, Singapore 659919

Tel: 68995840 Fax: 65641924

BOOKING OF FACILITIES APPLICATION

PARTICULARS OF APPLICANT (INDIVIDUAL/ORGANISATION)

Particulars of Individual

Name of Applicant (Mr/Mdm/Ms)	NRIC
Address	Contact No. (H/P): (Home):

Particulars of Organisation

Name of Organisation	Name of Staff-in-charge
Address of Organisation	Contact No.

Type of Facility <input type="checkbox"/> Dewan Yam (Ground Floor) <input type="checkbox"/> Dewan Halijah (2nd Floor) <input type="checkbox"/> Board Room (2nd Floor) <input type="checkbox"/> Classroom (2nd Floor) <input type="checkbox"/> Dewan Solat L1 / L2 / L3 <input type="checkbox"/> Others _____	Purpose
---	----------------

Period: _____ to _____ From _____ to _____ Total Hrs = ____
(Start Date) (End Date) (Start Time) (End Time)

Declaration

I declare that the above particulars are true and I agree to abide by the Rules and Regulations governing the Use of Ar-Raudhah facilities.

Signature of Applicant

Date

Official Stamp of Organisation

For Official Use**Applicant is to pay for:**

- Refundable Deposit Fee
- Administration Fee
- Rental Fee
- Set-up Fee
- Changing Room Fee
- Cleaning Fee **compulsory for Dewan Yam*

Total Amt: _____

Amount Paid: _____

Receipt no: _____

Balance Amount Payable: _____

Receipt no: _____

For Official Use**The application is Approved/Not Approved***_____
Name & Designation of Officer_____
Signature_____
Date**Ar-Raudhah Mosque Facilities Rental Rates**

Facility	Public & Corporate	Mosque / NPO / MMB / Staff (20% off Rental Rate only)	Remarks
Dewan Yam binti Omar (Ground Floor)	<ul style="list-style-type: none"> ● Refundable Security Deposit: \$500 ● Administration Fee: \$50.00 (non-refundable) 		● To be paid upon confirmation
	<ul style="list-style-type: none"> ● Rental: \$1,400 for whole day event till 5pm. ● Aircon & Basic Sound System included. 		● \$700 for 4 hours block
	<ul style="list-style-type: none"> ● Set-up Fee: \$250 for 6 hrs (the day before) ● No charge if set-up on the same day ● Changing Room: \$150 ● Cleaning Fee : \$200 		● \$75 for any rehearsals per session prior to the event (maximum of 2½ hrs/session)
Dewan Halijah (2 nd Floor)	<ul style="list-style-type: none"> ● Rental: \$300 for the first 2 hours ● Inclusive of projector & 02 microphones 		● \$75 for additional hour
Conference Room (2 nd Floor)	<ul style="list-style-type: none"> ● Rental: \$100 for the first 2 hours ● Inclusive of projector 		● \$35 for additional hour
Classroom (2 nd & 3 rd Floor)	<ul style="list-style-type: none"> ● Rental: \$100 for the first 3 hour ● \$50 for usage of projector 		● \$35 for additional hour
IT Room	<ul style="list-style-type: none"> ● Rental: \$350 for the first 3 hour ● Inclusive of projector 		● \$75 for additional hour
Ar-Raudhah Kitchen	<ul style="list-style-type: none"> ● Rental: \$280 for 4 hours ● Inclusive of kitchen, utensils & classroom 		



Lembaga Pentadbir Masjid Ar-Raudhah

30, Bukit Batok East Avenue 2, Singapore 659919

Tel: 68995840 Fax: 65641924

SPECIFIC RULES & REGULATIONS

To ensure cleanliness of the Mosque, welfare of our staff and safety of your workers, and smooth running of event, please observe the following rules & regulations:

- Event's chairs and tables (i.e. inventory) are to be placed **NEATLY** at the courtyard and against the wall and not to hinder traffic (Public movement)
- Inventory have to be delivered by 9.00 P.M sharp and relevant parties have to give a day's prior notice to Mosque Authorities before delivering (minimum 3 days before event)
- Setting up of the event venue can take place only the day before event and a window of 6 hours is given (i.e 3.00 P.M - 9.00 P.M). No further allowance will be given to the relevant parties.
- The fans in the hall can only be used during the setting-up of the events. (The air-conditioning units will only be available for usage during the event)
- There will be **no stapling or hammering of nails** and **no hanging or placing of any decorations** onto the wooden walls of the Hall, the ceiling and the beam that supports the projector/camera/speaker.
- Overnight sleeping is **NOT ALLOWED**
- The **Catering Company** is allowed the space at the back of Mosque for washing up of all cutleries and equipments, **NO COOKING OR HEATING IS ALLOWED.**
- The **Catering Company** must provide vehicular and timing details of visits of topping-up of food and items. Vehicle has to be parked at the parking lot and items have to be ferried over to the designated area at the back.
- Only 3 parking lots are allowed for the family members of the newly-weds. As the Carpark Gate will be on Locked Mode from 7.00 a.m. - 2.00 p.m , designated cars will only be allowed a one-time entry and exit during that period. Carpark Gate will be opened shortly after solat Zuhur
- The corridors in front of the Male Ablution & Toilet Area and in front of the Kindergarten Area have to be **cleared from any obstructions** (i.e. pots and pans) and are kept dry for the safety of other congregants.

- The volume level of the entertainment in the Hall must not exceed 65 dB, external speakers are **NOT ALLOWED**.
- If there is a Kompong Troupe that is escorting the newly-wed, the troupe has to cease playing of instruments once reaching the main entrance of the Mosque. No playing of instruments are allowed once entering the Mosque's premises.
- Guests are to be reminded to be dressed appropriately & volume of music is to be brought down once Adhan is heard.
- Once event is over, **Decorators** have a window of 2 hours till 8 P.M. to clear and clean up all decorations, tables, and chairs, **NO LEFT OVER FOODS & DRINKS** in the area. Ensure all decorations are taken off. The Cleaning Team will come in henceforth at the stated timing.
- Tables and Chairs can be placed temporarily at the backyard and must be cleared from the premises the day after the event.
- **Catering Company** has to ensure that cleanliness standards are met (i.e. no choking of drains and all rubbish are placed in black trash bags and cleared into the green bins and pushed out near to the gate)

I have read and understood the Specific Rules & Regulations and will take ownership and responsibility in the case if any of these Rules are not adhered to.

1.Signed & Agreed Upon,

Witnessed By,

(Hirer Name & Date)

(Mosque OIC & Date)

2.Signed & Agreed Upon,

(Caterer Name & Date)

3.Signed & Agreed Upon

(Decor Name & Date)