

AlRayyan Banquet Hall

Contract

The client agrees:

- A. Rental periods are for 6 hours with an additional 5 hours on the same day of the event for client to set up miscellaneous items. Client is responsible for cleaning while decorating. During school days, decorating and rental for Gym is after 4 p.m.
- B. Facilities are reserved in the order received and are held as tentative for 14 days. Reservations are only confirmed after the security deposit and/or rental fees are paid and a signed rental agreement is received by Dr. N. Tarakji. If no payment is received within the 14 day period, then the tentative reservation is automatically removed and the space becomes available for others to rent.
- C. Ramadan reservations must be confirmed with security deposit and/or rental fees and a signed rental agreement within 48 hours or the tentative reservation is automatically removed and the space becomes available for others to rent.
- D. Security deposit is \$500 ; The security deposit will be refunded within 10 days of the event if the space rented is free of damage and all other charges have been paid. If damage occurs and the cost of the damage exceeds the amount of the deposit, the rental applicant shall be billed for any additional expenses.
- E. 50% of rental fee is due 30 days prior the scheduled event. Final payment is due 7 days prior to the event. Prices are subject to change according to the cost of living and rise in goods.
- F. There will be a \$200 fee for cancellations which occur 14 days prior to client's scheduled event. Any cancellations occurring less than 14 days to the event or a no show will be assessed 50% of rental.
- G. Clean up of Banquet Hall (s) / Gym will be completed no later than one hour after the end of the scheduled time. A fee of \$100/hour will be assessed for any time after, in 30 minute increments.
- H. Overtime begins at 1:00 a.m. at \$100/hour, in 30 minute increments.
- I. No use of confetti, rice, rose petals or tinsel inside or outside the facility. A \$100 cleaning fee will be assessed if found. Tape, tacks, nails, or any mechanism to pierce wall, chairs, or tables are prohibited. All decorating plans must be approved by Dr. N. Tarakji.
- J. All emergency exits must remain clear.
- K. We at AlRayyan Banquet Hall (ABH) want your event to be memorable and as special as possible. We recognize that celebrations often include children. Children must be supervised at all times. The client shall be responsible for all damages incurred from children.

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- L. If audio visual system (AV) is scheduled for use during your event. DJ's and bands or other entertainers are NOT allowed to use this system. This system may be used for background/ dinner music, playing of audio for a program, announcements, speeches, etc. Client will be responsible for damage to system, speakers or any component from misuse or abuse of the system. The AV system use will be supervised by ABH personnel.
- M. Willful or careless damage to the ABH and/or Flint Islamic Center (FIC) property by any of the guests are the responsibility of the client. ABH will charge client to repair or replace damaged property or equipment. If damages to the facility prevent the next scheduled event(s) from occurring, the client will be responsible for any and all refundable deposits that may be demanded by future client(s).
- N. Indemnity. Client covenants at all times to hold harmless the Flint Islamic Center and/or AlRayyan Banquet Hall and its agents from and against all loss, liability, cost or damages that may occur or be claimed with respect to any person or persons, corporation, property or chattels, on or about the Banquet Hall or FIC, or to the property itself resulting from any act done, or omission by or through the client, its agents, contractors, employees, invitees, or any person on the Premises by reason of the client's use or occupancy or resulting from client's non-use, or possession of said property and any and all loss, costs, liability, or expense resulting therefrom.
- O. No alcohol policy. FIC and AlRayyan Banquet Hall are a 100% smoke and alcohol free facility. Possession and consumption of alcoholic beverages are prohibited in and around FIC and AlRayyan Banquet Hall. Client(s) is responsible for the conduct of their guests. Complete loss of security deposit will occur if no alcohol policy violated.
- P. Rent includes set up / break down of chairs and tables, and after event cleaning. ABH is not responsible for drop off, set up, or after event pick up of food.
- Q. Client choice upgrade for ABH proper table set up require linens to be delivered by client to the premise 24 hours prior to event. In the event that linens are delivered at a later date/time then client will be responsible for own table set up. Extra day rentals are available at \$500/day.

I have accepted the above conditions

Client's Name (printed): _____

Client's Signature: _____ Date: _____

Dr. N. Tarakji: _____ Date: _____

Rental Deposit: _____ Date: _____

Security Deposit _____ Date: _____