

THE ISLAMIC CULTURAL CENTRE  
& LONDON CENTRAL MOSQUE

146 Park Road, London NW8 7RG  
Tel: 020 7724 3363 Fax: 020 7724 0493  
Web: www.iccuk.org Email: info@iccuk.org



## Regents Park Mosque Family Fun Day

### Information

Date: **Sunday 3rd June 2012**  
Time: **12pm – 9pm**

Location: Islamic Cultural Centre  
146 Park Road, London NW8 7RG

### Price

Table: £50 per Table (6ft x 2.6ft)  
Gazebo: £70 per Gazebo (8ft x 8ft)  
(Please note that Gazebo will not be provided)

### Stall Registration Form

Please send this form with payment to:

Mrs. Rosida Goolbar, The Islamic Cultural Centre, 146 Park Road, London NW8 7RG

**Cheques should be made payable to :** The Islamic Cultural Centre

### STALL/TABLES APPLICATION FORM

**Company Name & Address:** -----

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**Contact Persons(s) :** -----

**Contact Details : Tel.** ----- **Mobile** ----- **Email**-----

Please List Type of Products Sold (in case of books or lectures, please provide title and author):

(Please continue on a separate sheet if necessary)

Table/s	Table Size	Stall Area	Rate Per stall	Chairs (indicate)	Please tick table option
1	6ft x 2.6ft	6ft x 6ft	£50.00		
2	6ft x 2.6ft	12ft x 6ft	£100.00		
3	6ft x 2.6ft	18ft x 6ft	£150		

**£70.00 per Gazebo with an area of 8ft x 8ft. Please note that Gazebo will not be provided.**

**PLEASE ALSO NOTE THAT WE CAN NOT ACCEPT RESPONSIBILITY OF STALL-HOLDERS EARNINGS AND CAN NOT COMPENSATE FOR LOW GENERATION OF SALES DURING THE EVENT.**

Special requirements i.e. electrics, back wall (Please continue on a separate sheet if necessary):

#### **TERMS & CONDITIONS FOR TABLE HOLDERS**

1. The fee is for the duration of the Event regardless of whether it is used for part or whole of the Event.
2. Tables offered are 6 x 2.6ft. Companies may bring their own furniture at their own risk. Request must be submitted with application. Allocation is subject to availability.
3. Electrical points and other special requirements must be advised in the application form, and may be provided at additional cost subject to availability.
4. There is no sleeping in the stall areas. The organisers are not responsible for food, this may be purchased at the restaurant on the premises.
5. All fees must be paid in advance, if any stallholder has paid part of the fees as deposit then the outstanding amount must be received five days before the event. A confirmation of the stall will be sent once application form and payment are received.
6. No literature or materials may be sold or distributed freely at the Event without prior permission from the Organisers.
7. Stall holders can only distribute literature and/or materials within their designated stall area once the Organisers have granted permission.
8. Any materials that the organisers find on the stall to be “un-Islamic”, offensive or unsuitable (as deemed by the Organisers) will be asked to be removed immediately. Refusal to do so may result in expulsion from the event.
9. No stallholder is to sell any books/tapes/CD/DVD or any audio or visual products without prior permission. A comprehensive list of books/tapes/CD/DVD must be provided for vetting by the Organisers prior to the event. Only products vetted by the Organisers will be allowed to be displayed at the event. Any products not vetted will have to be removed immediately.
10. **No stallholders can sell any food items, snacks and drinks at the stalls.**
11. The Organisers cannot guarantee that sales will cover the cost of the stalls.
12. The Organisers are not responsible for any injuries or loss of property incurred at the Event and request Stallholders to make their own necessary insurance arrangements.
13. Any problems, queries or disputes during the Event must be referred to **Mr. Furqan Khan, the Stalls Manager** and the decision of the Stalls Manager is final.
14. Breach of any of the above conditions may result in immediate expulsion from the site without refund of stall fees or any other costs incurred for the event.
15. **Cancellation Policy** : Cancellations on or before seven days of the event date will attract an administration charge of 10% of the total stall cost. **NO REFUND will be given for cancellations on the day of the event.**

#### **CONDITIONS FOR HIRE OF EVENTS SPACE AND EQUIPEMENT**

##### **1. IN THESE CONDITIONS**

- (a) The Islamic Cultural Centre, the event organiser(s), letting the equipment (hereinafter defined) on hire.
- (b) The “Event” is **Sunday 3rd June 2012, 12pm – 9pm.**
- (c) **Booking is for the entire one day event**
  - (a) “Stall holder(s)” is/are the company, firm, person or corporation taking the event organisers said equipment or other equipment supplied by the event organiser.
  - (b) “Stall(s)” and associated materials are those that the event organiser agrees to hire/supply to the stall holder(s).
  - (c) **“The Hire Period”** shall commence from the arrival of the stall holder(s) until the end of the event, which will be 9pm.

## 2. GENERAL BOOKING AND PAYMENT

- (a) Acceptance of booking will be strictly by date of receipt and subject to a **full payment** being received.
- (b) Payments may be made in person or by post to: Mrs. Rosida Goolbar, Office 211, The Islamic Cultural Centre. 146 Park Road, London NW8 7RG
- (c) Payments can be made online at [www.iccuk.org/funday](http://www.iccuk.org/funday)
- (d) Cancellations must be made as per section 15 above.
- (e) Cash sent through the post, is sent at the owner's risk. The event organisers cannot be held responsible for loss of cash or property in the post.

## 3. SET-UP AND CONDUCT

- (a) Stall holders must ensure that none of their display equipment extends beyond the space allocated.
- (b) Anything deemed inappropriate to the event organisers on the day will be removed and stall holders may be asked to leave.
- (c) All stall holders must ensure stalls are set-up 30 minutes before doors are opened to the public.

## 4. PRODUCT EXCLUSION

- (a) Stallholders are not permitted to sell **FOOD**, as this will be provided by Zaytoon Restaurant on the premises.
- (b) Only genuine products may be sold without infringing any copy rights of owners.

## 5. FACILITIES PROVIDED BY THE EVENT ORGANISER

- (a) Stall holders are permitted to bring their own tables.
- (b) Any damage to the stall(s) is the stall holder's responsibility and will have to be paid by the stall holder in full.
- (c) Stall holders are **NOT** permitted to dismantle or change the stall(s) in any way.
- (d) The stall holders are **NOT** permitted to close their stall(s) before the end of the hire period for the event, unless in exceptional circumstances where supervisor approval from the event organisers has been sought. The event organisers cannot be held responsible for any theft or damage to vehicles or belongings whilst on the premise.

## 6. ELECTRICITY

- (a) A single electrical power point can be provided by the event organisers, subject to advance notice and availability.
- (b) Electrical points are limited and will be allocated on a first come first served basis upon request in the bookings form. **Please bring your own extension lead.**
- (c) Where power is provided, it will be the **responsibility** of the stall holder to ensure sensible use.

**DECLARATION** : I am the responsible person authorised to sign this application and agree with the terms and conditions laid down by The Islamic Cultural Centre before and during the event. I enclose £----- as full payment, to secure my place for the..... Tables (**\*remaining balance to be settled before the event**).  
**Cheques payable to : The Islamic Cultural Centre.**

**Signature** -----

**Date** -----

**Name** -----

**Position** -----