



155 Bedok North Ave 1, Singapore 469751 • 6449 2420 • mail@alansar.mosque.sg

MASJID AL-ANSAR FACILITIES BOOKING FORM

(*Please delete where applicable)

TO BE COMPLETED BY APPLICANT (Please fill up all fields)			
Name of applicant		NRIC no (Last 4):	
Address			
Company/Institution/Organisation			
Email		Contact No.	
Type of Event	<ul style="list-style-type: none">• Solemnisation (<i>Nikah</i>)• Wedding Reception• Seminar/Courses• Tahlil/Doa Selamat• Rental of Booth• Others (Please specify: _____)		
Name of Event			
Nature of Event (indicate if event involves one or more of the listed topics; if not, please specify)	<input type="checkbox"/> Language <input type="checkbox"/> Religious <input type="checkbox"/> Political <input type="checkbox"/> Others, please specify: _____.		
Brief description of Event (attach Event proposal if available)			
Required capacity (pax)			
Date(s) of Event (All bookings can be done only 3 months prior to the event day)		Time:	_____ to _____ Total no of hours required: _____.
Name of Speaker/Qadi for Solemnisation/Reciter		Nationality	ARS Certified?
1.			<ul style="list-style-type: none">• Yes• No
2.			<ul style="list-style-type: none">• Yes• No
3.			<ul style="list-style-type: none">• Yes• No
4.			<ul style="list-style-type: none">• Yes• No
i) If the speakers are foreigners, please provide their Miscellaneous Work Pass (MWP) to Masjid Al-Ansar ii) No Publicity is allowed with reference to Masjid Al-Ansar if the copy of MWP has not been submitted to us			



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MASJID AL-ANSAR VENUE BOOKING & RATES

Venue	Maximum capacity	Booking Rates	Duration
<ul style="list-style-type: none"> Main prayer hall (Level 1) <i>Suitable for Solemnisation*</i> 	100 pax	\$200/ 1.5 hours	<ul style="list-style-type: none"> Weekday* (2- 3:30pm) Weekend (9-10:30am) Weekend (11-12:30pm) <p>*No Bookings on Friday</p>
<ul style="list-style-type: none"> Main prayer hall + Multi-Purpose Hall (Level 3 MPH, air-conditioned) <i>Suitable for Solemnisation* & Wedding Reception</i> 	100/250 pax	\$1000 / 3.5 hours <i>Subsequent hours: \$200 for MPH</i>	
<ul style="list-style-type: none"> Guest Room /Bilik Pengantin (Level 3 Behind MPH, air-conditioned) <i>Suitable for Solemnisation* & Wedding at MPH Holding Area for Guest Speaker</i> 	5 pax	\$100 <i>Throughout MPH Event</i>	
<ul style="list-style-type: none"> Community Room <i>Located within Level 1 Prayer Hall No Booking on Friday 9am-5pm</i> 	5 pax	\$50* / Day	
<ul style="list-style-type: none"> Community Plaza Area <i>Located within Level 1 Foyer Area No Booking on Friday 9am-5pm</i> 	20 pax	\$10/hour <i>2 GS Tables and 12 Chairs</i>	
<ul style="list-style-type: none"> Multi-Purpose Hall (Level 3; air-conditioned) 	250 pax	\$800/ 2 hours <i>Subsequent hours: \$200</i>	
<ul style="list-style-type: none"> Prayer Hall (Level 3; for any other purpose other than Prayers) 	NA	\$50/ 1 hours <i>Subsequent hours: \$50</i>	
<ul style="list-style-type: none"> Iqra Room (Levels 2; air-conditioned) <i>Suitable for Solemnisation</i> 	40 pax	\$100 / Per hour	
<ul style="list-style-type: none"> 1 Classrooms: (Levels 3 & 4; air-conditioned) With table and chairs, TV projection & microphone 	30 pax	\$100 per room / 2 hours <i>Subsequent hours: \$50</i>	
<ul style="list-style-type: none"> 2 Adjoining Classrooms: (Levels 3 & 4; air-conditioned) With table and chairs, TV projection & microphone 	60 pax	\$150 / 2 hours <i>Subsequent hours: \$70</i>	
<ul style="list-style-type: none"> 3 Adjoining Classrooms: (Levels 3 & 4; air-conditioned) With table and chairs, TV projection & 	90 pax	\$180 / 2 hours <i>Subsequent hours: \$90</i>	
<ul style="list-style-type: none"> Conference room (Level 2; air-conditioned) With table and chairs, TV projection & microphone 	14 pax	\$150 / 2 hours <i>Subsequent hours: \$50</i>	
<ul style="list-style-type: none"> Rental for Booth @ Plaza (Level 1 Plaza Area) With 2 table and 2 chairs 	NA	\$50 / 4 hours <i>Sale of Food or Drinks only</i>	

*Rental of Venue for Solemnisation Events will come with Ottoman Chair for Bride & a seated area with table for Kadi & Groom.

*Waived for Tabligh Groups Approved by Masjid Al-Ansar



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MASJID AL-ANSAR: LOGISTIC ITEMS

Description of Item	Quantity	Rental Rates	Total Price
• GS Tables		\$/5	
• Classroom Tables <i>Seats 2</i>		\$/5	
• Classroom Chairs		\$/2	
• Whiteboard <i>Orientation: Portrait</i>		\$/5	
• Flipcharts		\$/6	
• Microphones		\$/5	

EVENT RELATED DETAILS

Please tick the ones which apply:	Yes	No	NA
Is the event open to the public?			
Are fees being charged for the Event? (If so, please state the amount:\$_____)			
Will food be provided? (<i>Only Bento/Packed Food are allowed, no Buffet dining</i>)			
Have you obtained a Halal-certified caterer, NEA-licenced caterer to provide for your event? Please provide caterer's Company Name: _____ ACRA/UEN no: _____			
Have you arranged for a caterer/vendor to do the set-up and clearance of the food items?			
If the event requires a license under the Public Entertainments and Meetings Act (Cap. 257) or a permit under the Public Order Act (Cap. 257A), please obtain the required license or permit from the relevant authorities. Public Entertainment Licence/Public Assembly/Procession Permit Number: _____			



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DECLARATION BY APPLICANT

The applicant hereby declares that the above information is accurate and correct. The applicant understands that this application to book facilities at Masjid Al-Ansar is tentative and is subject to Masjid Al-Ansar's confirmation and acceptance. The applicant hereby:

- (a) acknowledges that the Applicant has read the Terms and Conditions governing the use of the Facilities at Masjid Al-Ansar.
- (b) confirms the Applicant's acceptance of and agreement to abide by and be bound by all the Terms and Conditions in their entirety;
- (c) understands and accepts that a binding agreement (of which this Application shall constitute an integral part) shall be constituted between Masjid Al-Ansar and the Applicant once the Applicant has accepted and agreed to abide by and be bound by the Terms and Conditions and this Application to book Facilities at Masjid Al-Ansar is accepted by Masjid Al-Ansar;
- (d) agrees and consents that the personal data provided in this form may be collected, used, processed and disclosed by Masjid Al-Ansar for the purposes of booking of facilities in accordance with the Personal Data Protection Act 2012 and all subsidiary legislation related thereto. In respect of disclosure, the Applicant understands that Masjid Al-Ansar may disclose the Applicant's personal data to third parties (which may be in or outside of Singapore) where necessary for the Purposes.

Signature of applicant
& Company Stamp (if applicable)

Date:

For Official Use

Name of Staff & Signature

Date:

Payment received

(Deposit Full payment)

\$ _____ Cash Nets Payment Transfer

Receipt No:

Notes:

- (a) Modes Of Payment:-
Cheque: LPM Al-Ansar
ATM: OCBC Current A/C : 581-853975001
I-BANKING : OCBC AUTOSAVE: 581-853975001
PAYNOW: UEN Number : S81MQ0009F
- (b) The Facilities will be unlocked and locked automatically 15 minutes before and after the booking time.
- (c) This Application to book Facilities at Masjid Al-Ansar will only be considered accepted upon a confirmation email from the Operations Services Department of Masjid Al-Ansar.



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TERMS AND CONDITIONS FOR USE OF FACILITIES AT MASJID AL-ANSAR

The following Terms and Conditions (“Terms and Conditions”) shall govern the use of the facilities (the “Facilities”) at MASJID AL-ANSAR (“MASJID AL-ANSAR”). A binding agreement (of which the Application shall constitute an integral part) (“Agreement”) shall be constituted between MASJID AL-ANSAR and the applicant (the “Applicant”) named in the relevant Application to book Facilities at MASJID AL-ANSAR (the “Application”) once the Applicant has agreed to abide by and be bound by these Terms and Conditions, and the Application is accepted by the MASJID AL-ANSAR Management Board (“MASJID AL-ANSAR”).

1. **Booking and payment**

- 1.1 All Applications for the use of any Facilities shall be submitted in writing to MASJID AL-ANSAR using the relevant MASJID AL-ANSAR Facilities Booking Form or such other form as MASJID AL-ANSAR shall from time to time prescribe.
- 1.2 Applications must be submitted for approval **NOT EARLIER THAN** *three (3) months prior to the wedding date or four (4) weeks* before the commencement date of any other Event (as defined in the relevant Application). *MASJID AL-ANSAR reserves the right to reject incomplete booking forms.*
- 1.3 MASJID AL-ANSAR may require Applicants to pay the 100% booking charge (or any portion thereof) at any time before the commencement date of the Event, failing which MASJID AL-ANSAR reserves the right to cancel the booking. If the booking charge (or any portion thereof) is not required by MASJID AL-ANSAR to be paid before the commencement of the Event, the Applicant shall pay the booking charge (or any remaining unpaid portion thereof) when invoiced by MASJID AL-ANSAR. The booking charge is *non-refundable and is only for the use of the Facilities for the time period of the Event.*
- 1.4 MASJID AL-ANSAR may in its absolute discretion accept or refuse any Application without assigning any reason whatsoever.
- 1.5 The facilities must be used only for the Event stated in the MASJID AL-ANSAR Facilities Booking Form. MASJID AL-ANSAR reserves the right to inspect the Facilities and/or attend the Event at any time and to revoke any acceptance of the Application and cancel the booking of the Facilities without liability to the Applicant, at any time, should the Event be deemed by MASJID AL-ANSAR, in its absolute discretion, as deviating from the description of the Event in the Application, or in the event of a contravention of these Terms and Conditions.

2. **General Rules**

- 2.1 The Applicant must ensure orderliness and discipline amongst the participants of the Event, and shall prevent any disturbances to public order and/or peace during the Event.
- 2.2 The Applicant shall be responsible for ensuring that the Facilities are kept clean and tidy at all times for the duration of, and after the Event.
- 2.3 Halal food and beverages shall not be consumed at or in the Facilities other than in the places allocated for such purposes by MASJID AL-ANSAR. Additionally, except where the prior written approval of MASJID AL-ANSAR has been obtained, only packed food or bento are allowed in the Facilities.
- 2.4 Except where the prior written approval of MASJID AL-ANSAR has been obtained, the Applicant shall not by itself sell and/or distribute food and/or beverages, or cook food in or on any part of the Facilities. Applicants may engage its preferred caterers to provide food and beverages for consumption at or in the Facilities, as long as the said caterers have all the necessary registrations, licenses, permits and authorisations required from governmental or non-governmental authorities to do so.



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3. Intellectual Property Rights and Other Licenses

- 3.1 It is the duty and responsibility of the Applicant to ensure and to prove to the satisfaction of MASJID AL-ANSAR that:
- 3.1.1. all necessary licenses, permits and authorisations required from governmental or non-governmental authorities or bodies including but not limited to arts entertainment, public entertainment, sports, and public fundraising licenses and permits relating to the use of the Facilities for the Event and for the Event itself, have been obtained from the relevant authorities or bodies; and
 - 3.1.2. prior permission from all copyright and other intellectual property right owners (if any) affected or who may be affected in connection with the Event have been obtained.
- 3.2. The Applicant shall be responsible for paying for all license fees, royalties and/or other charges payable or imposed in connection with Clauses 3.1.1 and 3.1.2 above.
- 3.3. The Applicant shall submit a copy of each of the licenses, permits and authorizations required under Clause 3.1 to MASJID AL-ANSAR no later than two (2) weeks before the commencement date of the Event, failing which MASJID AL-ANSAR reserves the right to cancel the booking of the Facilities without liability to the Applicant.
- 3.4. Notwithstanding anything in this Clause 3, the Applicant shall indemnify MASJID AL-ANSAR against all claims, demands, actions and proceedings arising out of any infringement of copyright and/or any other intellectual property right due to or arising from the unauthorized use of any copyright and/or any other intellectual property right occurring during the period of use of the Facilities, or otherwise in connection with the Event, or from any breach of the Applicant's obligations under Clauses 3.1 to 3.3 above.
- 3.5. The Applicant shall ensure that MASJID AL-ANSAR shall be expressly credited (in any photograph, publication, transmission, printed material, broadcast, digital image and/or video recording created and/or produced by the Applicant or persons engaged by the Applicant), in relation to all images recorded and/or captured by whatsoever means, of any part, component, facade and/or architectural element (whether internal or external) of MASJID AL-ANSAR and/or the Facilities. Such credit shall be given in a form and manner pre-approved by MASJID AL-ANSAR.



4. Loss or Damage to Property

- 4.1 Furniture at the Facilities shall be packed up and rearranged to its original position after the conclusion of the Event. The Applicant shall make its own logistical arrangements for such packing and rearrangement as necessary.
- 4.2 Should the Facilities or any part thereof and/or any property or equipment belonging to MASJID AL-ANSAR ("Equipment") be broken, damaged or lost, the Applicant shall indemnify MASJID AL-ANSAR for the replacement cost and/or the costs of the repairs to make good such breakage, damage or loss, as well as for all damages, loss, costs and/or expenses suffered by MASJID AL-ANSAR as a result of such breakage, damage or loss. The amount of the replacement cost and/or the cost of repairs certified by MASJID AL-ANSAR shall be final and conclusive, and shall be a debt due and owing from the Applicant to MASJID AL-ANSAR.
- 4.3 No Equipment may be moved, altered or modified without the prior written approval of MASJID AL-ANSAR and if such approval is given, such movement, alteration or modification is to be done under the supervision of MASJID AL-ANSAR's staff and MASJID AL-ANSAR may require the Applicant to pay a security deposit in such amount as it shall specify for such purposes.
- 4.4 No placement or installation or any banner, poster or advertising material will be permitted at, in or around the Facilities, MASJID AL-ANSAR and/or any other premises of MASJID AL-ANSAR without prior written approval from MASJID AL-ANSAR. Requests for permission must be submitted to MASJID AL-ANSAR at least two (2) weeks prior to the Event
- 4.5 The storage of property belonging to the Applicant within the Facilities will be at the sole risk of the Applicant or any third-party owner of the property (as the case may be) and MASJID AL-ANSAR will not be responsible for any damage or loss whatsoever and howsoever caused to such property. The Applicant shall indemnify MASJID AL-ANSAR against all claims, demands, actions and proceedings arising out of any damage or loss whatsoever to the property of any such third-party owner.
- 4.6 The Applicant agrees to abide strictly by all safety regulations applicable to the Facilities under law or prescribed by MASJID AL-ANSAR. In the event any claim or proceeding is instituted against MASJID AL-ANSAR or its employees, agents or contractors as a result of the Applicant's failure to abide by such safety regulations, the Applicant hereby agrees to indemnify MASJID AL-ANSAR and its employees, agents and contractors for all damages, losses, costs and/or expenses suffered by any or all of them as a result of such claim or proceeding.
- 4.7 The Applicant shall inform MASJID AL-ANSAR at least two (2) weeks prior to the commencement of the Event of any special or additional requirements the Applicant has in respect of the Event or the Facilities, including without limitation, a proposed change in the configuration of the Facilities or a proposed change in environment such as a change in air-conditioning temperature. MASJID AL-ANSAR may, in its absolute discretion, accommodate such requirements in whole or in part.



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5. Fire Safety

- 5.1 All passageways, means of exit and exit signs shall be kept clear and unblocked at all times. No furniture, equipment or other obstruction shall be placed at these places, or restrict access to, or interfere with the operation of these places and any fire appliances.
- 5.2 The service fees for any fire safety officers engaged by MASJID AL-ANSAR, and on duty during the Event are payable by and recoverable from the Applicant.
- 5.3 No naked fire/flame, smoking or striking of matches or gas lights or lighters or helium balloons will be allowed in any part of the Facilities (including foyers), except when they are necessary for the Event, in which case, the prior written approval of MASJID AL-ANSAR is required. The Applicant shall also comply with all applicable legislation, MASJID AL-ANSAR regulations, and such other requirements as MASJID AL-ANSAR may impose and shall provide sufficient and suitable receptacles for the purpose of depositing matches, cigarette ends and pipe refuse.
- 5.4 No activity that may produce any smoke and no smoke machine of any type will be allowed in any part of the Facilities without the prior approval of MASJID AL-ANSAR. Where the Applicant requires smoke isolation for any reason, a minimum of seven (7) calendar days' prior written notice must be given to MASJID AL-ANSAR. This is to facilitate the scheduling of smoke isolation facilities at the Facilities. The Applicant will be liable for all costs, expenses and damage arising from any breach of this Clause 5.4 by the Applicant.
- 5.5 The prior written approval of MASJID AL-ANSAR must be obtained before any hazardous material or equipment is brought into or in the vicinity of the Facilities or any other part thereof. MASJID AL-ANSAR may, in its absolute discretion, grant or refuse such approval.

6. No Warranty as to Fitness

- 6.1 The Applicant shall be deemed to have actual and full notice of the state and condition of the Facilities and the Equipment as regards access, light, air, repair, temperature and in all respects. The Applicant shall take the Facilities including all Equipment on an "as is where is" basis and shall not be entitled to make any objection or claim any compensation from MASJID AL-ANSAR for any loss or damage arising from the state or condition of the Facilities and/or Equipment.
- 6.2 MASJID AL-ANSAR does not expressly or impliedly warrant that the Facilities and/or Equipment or any part thereof are or will remain suitable or adequate for all or any of the purposes of the Applicant and all warranties (if any) as to the suitability or adequacy of the Facilities and/or Equipment implied by law are hereby expressly excluded.



7. Exclusion of Liability and Insurance

- 7.1 MASJID AL-ANSAR will not be held responsible for any loss, damage, cost, expense, claim or demand made in the event of any accident or injury suffered by any person in connection with usage of the Facilities, PROVIDED THAT the same is not caused by the negligence or willful default of MASJID AL-ANSAR.
- 7.2 Where required by MASJID AL-ANSAR, the Applicant shall take out appropriate fire insurance, public liability insurance and/or other risks insurance for the Event. The insurance coverage shall be for such amount(s) as may be specified by MASJID AL-ANSAR.
- Where insurance is required by MASJID AL-ANSAR, copies of the relevant insurance policies shall be provided by the Applicant to MASJID AL-ANSAR at least two (2) weeks prior to the commencement of the Event, failing which MASJID AL-ANSAR shall be entitled to cancel the booking of the Facilities without liability to the Applicant.
- 7.3 Where public liability insurance is required by MASJID AL-ANSAR, MASJID AL-ANSAR may also require the Applicant to ensure that the following conditions are provided for in the relevant public liability insurance policy: -
- 7.3.1 the policy shall expressly include coverage for all persons attending and/or involved in any manner whatsoever with the Event, including but not limited to (i) the staff, representatives, agents, contractors and subcontractors of MASJID AL-ANSAR and the Applicant, (ii) entertainers, (iii) freelancers, (iv) performers, (v) volunteers and (vi) students.
- 7.3.2 MASJID AL-ANSAR shall be named as a joint insured party in the policy;
- 7.3.3 there shall be an express waiver of subrogation rights against MASJID AL-ANSAR by the insurer; and
- 7.3.4 there shall be a cross liability clause in the policy.

8. Cancellation and Postponement of Event

- 8.1 The Applicant shall give MASJID AL-ANSAR notice in writing immediately in the event of a cancellation or postponement of the Event. If such notice is received by MASJID AL-ANSAR less than two (2) weeks prior to the original commencement date of the Event, the full booking charge shall be payable: if the booking charge (or any portion thereof) had been paid before the receipt of such notice by MASJID AL-ANSAR, the same shall be forfeited by MASJID AL-ANSAR; if the booking charge (or any portion thereof) had not been paid before the receipt of such notice by MASJID AL-ANSAR, the Applicant shall pay the booking charge (or any remaining unpaid portion thereof) when invoiced by MASJID AL-ANSAR.

9. Dispute Resolution

- 9.1 Any dispute arising out of or in connection with the Agreement, these Terms and Conditions, and/or any other terms and conditions as may be agreed between the Applicant and MASJID AL-ANSAR in writing from time to time, including any question regarding the existence, validity or termination thereof, shall be referred to and finally resolved by arbitration in Singapore in accordance with the Arbitration Rules of the Singapore International Arbitration Centre for the time being in force which rules are deemed to be incorporated by reference into this Clause. The arbitration tribunal shall consist of one (1) Arbitrator.
- 9.2 The place of arbitration shall be Singapore and the language of the arbitration shall be English.
- 9.3 The decision of the arbitration tribunal shall be final and binding on all parties and shall be enforceable in any court of competent jurisdiction.



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10. Amendment

10.1 MASJID AL-ANSAR reserves the right to amend or revise any or all of these Terms and Conditions and Rental Rates from time to time at its absolute discretion and the Applicant hereby agrees to abide by and comply with any such revised Terms and Conditions applicable at the relevant time.

11. Force Majeure

11.1 Any circumstance beyond the control of a party, which delays, interrupts or prevents the Event, shall be deemed to be an event of "Force Majeure". Such circumstances shall include but are not limited to breach of the peace, epidemic, flood, fire, explosion, lightning, storm, sabotage, power failure not due to either party's fault, act of God, strike, picketing, lock-out and act of government authority.

11.2 Should the Event not be held due to an event of Force Majeure, MASJID AL-ANSAR shall not be in default and the Applicant shall not be entitled to any refund, compensation, damages or any other recourse against MASJID AL-ANSAR therefore.

12. Governing Law and Jurisdiction

12.1 The Agreement, these Terms and Conditions, and/or any other terms and conditions as may be agreed between the Applicant and MASJID AL-ANSAR in writing from time to time, and all matters arising from or in connection with them shall be construed in accordance with the laws of the Republic of Singapore.

13. Contracts (Rights of Third Parties) Act

13.1 Any person who is not a party to the Agreement, whether or not any benefit is conferred or purported to be conferred on him directly or indirectly, has no right under the Contracts (Rights of Third Parties) Act (Cap. 53B) to enforce any term of the Agreement.