



The Council of Islamic Guidance Inc.

510 Concession 3 Rd, Pickering, Ontario, L1X 2R4, Canada

Salaam Alaikum:

Please fill in the following details in regards to the hall rental at CIG. Payment has to be made 2 weeks prior to the event. Rental is for a six hours period and includes the use of both mens & ladies hall.

EVENT DATE & TIME	
HOST NAME	
IS HOST A CIG MEMBER	
NATURE OF EVENT/ EVENT DETAILS	
Additional NOTES:	

Please also fill and accept following charges

Service	Amount
Mens/Ladies Hall (charge vary by membership status and nature of the event, see next page for details)	
AV person (Discuss with program Director's availability)	
Hall Cleaning (mandatory)	\$ 250.00
Kitchen rental (The charge is \$250 and is mandatory if food being cooked onsite)	
Refundable deposit	\$ 150.00
TOTAL DUE (Sum all of the above)	
Signature (Signing indicates acceptance of all charges):	

H.I. Syed M. Zaki Baqri
Resident Alim/Advisor
Jawwad Zaidi
Joint Secretary
Muhammad Fasih
Assistant Program Director

Ghulam Abbas Murtuza
President
Shams Ahsan
Treasurer
Rubab Adnan
Chairlady

Syed Tanweer Bokhari
Vice President
Ali Hammad Shaukat & Urooj Kazmi
Assistant Treasurer
Parveen Fatima
Ladies Operation Director

Muhammad Ali Sheikh
Secretary
Shanay Raza Jafri
Program Director
Maria Abidi
Ladies Asst Program Director



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Terms & Conditions:

1. The renter shall be responsible for their participants and guests. Also, the renter must enforce the terms and conditions to each individual. Request you to please do not inappropriately use the space.
2. If anyone damages the facility and or equipment (i.e. sound system) during the rental period, the renter shall pay for the necessary repair.
3. Kitchen rental only includes cooking at the facility. The space has to be cleaned up and returned in the same conditions as provided to the renter. If the kitchen is left in a bad state with pots not washed and kitchen not cleaned, there will be a cleaning charge of **\$ 150** levied.
4. Clean Up: Set up and cleanup (Putting away all the plates, food and any other waste in garbage bags) is the responsibility of the renter and to be done during the reservation period. There is a mandatory cleaning charge of **\$ 250** charged to all renters for cleaning.
5. We are not responsible for lost or damaged property. (A lost and found is available during CCC Reception hours)
6. Catering: It will be the responsibility of the renter to ask the caterer to clean up and to arrange for any catering dishes to be picked up the same day and their garbage put in bags and left out in the shoe area.
7. It is the renter's responsibility to bring plates, glasses, cutlery etc. for the event.
8. Full payment of space rental is required 2 weeks prior to the event.
9. Cancellations: The renter can cancel their booking up to a week ahead of the event date for a full refund.

I have read and understood the terms and conditions.

Renter's Signature(acceptance of terms and conditions):	Booking Confirmed By (On behalf of CIG):

RATES – Based on a 6 hour rental

Members - Majlis - \$300 / Marriage Related & Other - \$500

Non-Members - Majlis - \$450 / Marriage Related & Other - \$650

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