



Event Application

(New Pricing Effective January 2022)

Event Date: _____ Event Start Time: _____ Nikah Time: _____

Requester: _____ ICLI Member: Yes No

Address: _____ Is requester the contact person: Yes No

Email Address: _____ Phone Number: _____

Alternate Contact Name (if applicable) : _____

Relationship: _____ Phone Number : _____

Total Number of Guest: _____

For Nikah/Wedding Only: If Using ICLI Imam, a NYS Marriage License is MANDATORY.
Do you or will you have a license prior to the event? Yes No

Bride Name: _____ Groom Name: _____

Imam Name: _____ Imam Phone: _____ ICLI Imam: Yes No

Event Type Nikah Only Quran Khaani Iftaar Other:
 Wedding Aqeeqah/Aamen Fundraiser

Event Location Lower Level Basketball Court Other:
 Prayer Area Courtyard Outside of ICLI

Outside Event Address: _____

All other business's that will provide service at the event:

Business: _____ Name: _____ Phone: _____

Business: _____ Name: _____ Phone: _____

Business: _____ Name: _____ Phone: _____

Business: _____ Name: _____ Phone: _____

Non -Profit Organization Information. If Applicable, Enter details Yes No

Org Name: _____ Requester Name: _____ Phone: _____

Building Use	Fee	Security Fee Cash or Check	Caretakers	Imam	Total
Lower Level	\$ 1,200	\$ 200	\$ 300	\$ 200	
Courtyard	\$ 1,500	\$ 500	\$ 600	\$ 200	
Basketball Court	\$ 2,100	\$ 1,000	\$ 600	\$ 200	
Nikah Only	\$ 300	--	\$ 100	\$ 200	
Quran Khawani (Conference room)	\$500	\$ 0	With Food (\$200)	\$0	
Quran Khawani (Gym)	\$1,000	\$ 0	With Food (\$400)	\$0	
Outside Event	Min suggested Donation \$200	\$ 0	\$ 0	\$ 200	
Total					

FOR OFFICE USE ONLY

Building Use Fee	\$	Payment Date:	Received By:
Cash Receipt #		Check Receipt #:	Paypal Date:
Cash Receipt #		Check Receipt #:	Payment Complete in Full <input type="checkbox"/>

CareTaker Fee	\$	Payment Date:	Received By:
Cash Receipt #		Check Receipt #:	Paypal Date:
Cash Receipt #		Check Receipt #:	Payment Complete in Full <input type="checkbox"/>
Given to CT	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Given:	Method:

Imam Fee	\$	Payment Date:	Received By:
Cash Receipt #		Check Receipt #:	Paypal Date:
Cash Receipt #		Check Receipt #:	Payment Complete in Full <input type="checkbox"/>
Given to Imam	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Given:	Method:

Security Deposit	\$	Payment Date:	Received By:
Returned By:		Return Date:	
Return Method:	<input type="checkbox"/> Shredded	<input type="checkbox"/> Donated	<input type="checkbox"/> In-Person <input type="checkbox"/> Other:

Item Name	Amount \$	Payment Type	Item Name	Amount \$	Payment Type

Provided Rules and Regulations including cancellation policy

Signed: _____ Date Provided: _____

RULES AND REGULATIONS FOR EVENT

1. **MASJID/LOWER LEVEL** - There will be a charge of \$1200 and a \$200 security fee in a form of a separate check or cash only. Two ICLI care takers will be present during and after the event and requester will pay the sum of \$300 cash for two care takers. The space fits a maximum of 80 people.
 - a. For Quran Khani charge will be \$500 + caretaker fee with food is \$200.
2. **COURTYARD** - There will be a charge of \$1500 and a \$500 security fee in a form of a separate check or cash only. Three ICLI care takers will be present during and after the event and requester will pay the sum of \$600 cash for three care takers. The space fits a maximum of 200 people. Dimensions of Tent has to be 60ft X 40 ft.
3. **BASKETBALL COURT** - There will be a charge of \$2100 and a \$1000 security fee in a form of a separate check or cash only. Four ICLI care takers will be present during and after the event and requester will pay the sum of \$600 cash for four care takers. The space fits a maximum of 150 people.
 - a. For Quran Khani charge will be \$1000 + caretaker fee with food is \$400.
4. **NIKAH** – There will be a \$200 charge for all the Nikahs’ in the Masjid area, an additional \$200 Hadiya for the Imam at ICLI and \$100 caretaker fee. (If you have your own imam to perform Nikah, then only masjid area charge applies). If the nikah is held at an outside venue, caretaker fee is not charged.
5. **If you are booking an Event, Building Rental Fee is required within 3 days of reservation. IF NOT, reservation is cancelled and is open for others.**
6. **The Security Deposit and Care Taker Fee should be given to the office 48 hours prior to the event.**
7. **For Non-profit organizations**, fee will be reduced by 50% for events on Monday to Thursday and 25% for events on Friday to Sunday. Caretaker fee will remain the same.
8. Security deposit is refundable, provided no damage to the property is incurred.
9. The price above includes the rental of the tables and chairs.
10. If decoration is to be done, only (blue) painters tape is allowed and no nails or screws are to be drilled in the walls. Please inform the Building Manager or the office of your decoration plans prior to the event.
11. Decorations of any kind will be disassembled and removed by noon the next day, otherwise fee of \$250 will apply.
12. No lighted candles and no open flames anywhere on the premises. Only battery-operated candles may be used.
13. No food is to be left overnight and no leftovers are to be given to the masjid.
14. No cooking is to be done on premises (i.e.: frying samosas, making naan, tandoori kabob etc.)
15. Rectangle tables (70”x30”) will be offered for use of masjid/lower level and courtyard. Round tables (60”) will be offered for use of the basketball court. Tablecloths and disposables will not be provided by the center.
16. **Music is not allowed to be played in any buildings of ICLI at any time.**
17. Events may not exceed past 11pm.
18. Management strongly suggests parties refrain from political conversations at the masjid.
19. **Requester is responsible for informing guests of modest dress code to be held at the center at all times.**
20. Masjid is open to public at all Salah times. Salah and adhan times set by the ICLI Administration will not be altered to suit a private event held at the Center.
21. Requester is responsible for all personal and/or property damages done to himself or his guests in this event.
22. Responsibility for care of the children attending the event lies solely with the parents and Host.
23. **For marriage using an ICLI Imam, please email the marriage license to the office at info@icliny.org 24 hours prior to event date.**

Cancellation Policy	Building Use Fee %
7 Days within confirmed event booking	10%
90-61 Days prior to the scheduled event	20%
60-31 Days prior to the event	30%
30-8 Days prior to the event	40%
7 Days prior to scheduled event	50%
72 Hours prior to scheduled event	No Refund

Addendum to Nikkah / Event Application Form

Effective September 26, 2021

Rules and Regulations for Event/Nikah in Masjid Prayer Hall

- Attendees are required to dress modestly and Masjid area shall have attendees segregated, men in men's area and women in women's area.
- All speakers (all areas) at ICLI will be turned on for Azan, Aqaamah, and Salaah, all attendees are encouraged to join salah in congregation.
- Masjid is open for prayers at all times during the day, there shall be space set aside for anyone who comes to pray in the masjid prayer area at all times including during Nikah or any other event.
- Masjid main prayer area will only have chairs for attendees in need of a chair and a table for the Imam. No other external decorations are allowed inside the main prayer hall. Event/Nikah attendees who are unable to sit on the floor may utilize the chairs near the masjid walls and/or additional chairs towards the back.
- All events in the masjid main prayer hall must be completed at least 30 minutes prior to Jamaat and shall not start at least 30 minutes after the jamaat. Salah/Jamaat timings are available at www.icliny.org.
- Music is not allowed to be played in any buildings of ICLI at any time.
- Requester is responsible for communication of the above guidelines with guests and adherence to them at all times. Any deviation from the above guidelines/rules may result in event cancellation without any alternate accommodations.
- The Mic for the Musallah Area shall not be used when other programs are occurring simultaneously in other sections of the masjid.
- The maximum duration of any Event/Nikkah in the Masjid Main Prayer area is 2 hours from the planned start time.
- Other locations of ICLI, including the Basement Conference Rooms, Athletic & Events Center and/or the Courtyard are available for rent which will not necessarily include all of these restrictions. Please inquire for further details.

Khateeb/Imam officiating the nikah shall be advised of the above guidelines and its adherence by all guests.

I, _____ agree to the above terms and conditions.

Signature & Date: _____ Date & Time of the Event: _____