



Event Application

(New Pricing Effective January 2026)

Event Date: _____

Event Time: _____ to _____

Requester: _____

Nikah Time: _____ **Please Initial** _____

Address: _____

Is requester the contact person: ☐ Yes ☐ No

Email Address: _____

Phone Number: _____

Alternate Contact Name (if applicable): _____

Relationship: _____

Phone Number: _____

Total Number of Guest: _____

Please Initial _____

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 Khwani

☐ Iftaar

☐ Other: _____

☐ Wedding

☐ Aqiqah/Aameen

☐ Fundraiser

Event Location

☐ Lower Level

☐ Basketball Court

☐ Other

☐ Prayer Area

☐ Courtyard

☐ Outside of ICLI

PLEASE NOTE: Prayer Area (Musallah) is not available for Nikah. Please Initial _____

Outside Event Address: _____

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

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 - 5hrs	\$ 1,500	\$ 500	\$ 300	\$ 200	
Courtyard - 5hrs	\$ 4,000	\$ 1,000	\$ 600	\$ 200	
Basketball Court - 5hrs	\$ 3,000	\$ 1,000	\$ 600	\$ 200	
Nikah Only Lower Level - 1hr	\$ 300	--	\$ 100	\$ 200	
Nikah Only Courtyard - 2hr	\$600	--	\$200	\$200	
Quran Khwani - 3hrs (Conference room)	\$550	\$ 0	\$ 250	\$0	
Quran Khwani - 3hrs (Basketball Court)	\$1,100	\$ 0	\$ 600	\$0	
Quran Khwani - 3hrs (Boxed Food)	\$ 0	\$ 0	\$100	\$0	
Outside Event	\$ 0	\$ 0	\$ 0	\$250	
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 ☐

Caretaker Fee	\$	Payment Date:	Received By:
Cash Receipt #		Check Receipt #:	PayPal Date:
Cash Receipt #		Check Receipt #:	Payment Complete in Full ☐
Given to CT	☐ Yes ☐ No	Date Given:	Method:

Imam Fee	\$	Payment Date:	Received By:
Cash Receipt #		Check Receipt #:	PayPal Date:
Cash Receipt #		Check Receipt #:	Payment Complete in Full ☐
Given to Imam	☐ Yes ☐ No	Date Given:	Method:

Security Deposit	\$	Payment Date:	Received By:
Returned By:		Return Date:	
Return Method:	☐ Shredded	☐ Donated	☐ In-Person ☐ 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 \$1500 and a \$500 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 the requester will pay the sum of \$300 cash for two care takers. If requester requires food setup and server that will be additional \$100 per server.
The space seats a maximum of **100** people. (tablecloths, burners, and wired chafer stand included)
- For Quran Khwani the charge will be \$550 + caretaker fee is \$250. (burners, tablecloths & food setup included)
2. **COURTYARD** - There will be a charge of \$4000 and a \$1000 security fee in the 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. If requester requires food setup and server that will be additional \$100 per server. The space fits a maximum of **130** people.
Dimensions of Tent must be 60ft X 40 ft. (tablecloths, burners, and wired chafer included)
3. **BASKETBALL COURT**-There will be a charge of \$3000 and a \$1000 security fee in the 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. If requester requires food setup and server that will be additional \$100 per server. The space seats a maximum of **180** people. (tablecloths, burners, wired chafer stand & riser setup included)
- For Quran Khwani the charge will be \$1100 + caretaker fee is \$600. (burners, tablecloths & food setup included)
4. **NIKAH ONLY**– There will be a \$300 charge at the Center, an additional \$200 Hadiya for the Imam at ICLI and \$100 caretaker fee. (If you have your own Imam to perform Nikah, then only facility fee applies). If the Nikah is held at an outside venue, there will be a \$250 Imam fee only. (Maximum **60** people in Courtyard & **40** in Lower Level)
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. (Event Time Frame: 5 Hours)**
6. **Anytime beyond 5 hrs. \$100 for half hour & \$200 for one hour will be deducted from the security deposit and \$25/hr for each caretaker.**
7. **The Security Deposit and Caretaker Fee should be given to the office 48 hours prior to the event.**
8. **For non-profits**, fees are reduced by 50% Monday-Thursdays and 25% Friday-Sunday. Caretaker fees remain unchanged.
9. Security deposits are refundable, provided no damage to the property is incurred.
10. The price above includes the rental of the tables and chairs, tablecloth,
11. 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.
12. Decorations of any kind will be disassembled and removed by noon the next day, otherwise fee of \$250 will apply.
13. No lit candles and no open flames anywhere on the premises. Only battery-operated candles may be used.
14. No food is to be left overnight, and no leftovers are to be given to the masjid.
15. No cooking is to be done on premises (i.e.: frying samosas, making naan, tandoori kabob etc.)
16. 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 will be provided but disposables will not be provided by the center.
17. **Music is not allowed to be played in any buildings of ICLI at any time.**
18. Events may not exceed past 10pm.
19. Management strongly suggests parties refrain from political conversations at the masjid.
20. **Requester is responsible for informing guests of modest dress code to be always held at the center.**
21. 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.
22. Requester is responsible for all personal and/or property damage done to himself or his guests at this event.
23. Responsibility for the care of the children attending the event lies solely with the parents and Host.
24. **For marriage using an ICLI Imam, please email the marriage license to the office at info@icliny.org 24 hours prior to event date.**
Please note: If you use your Imam, you will not get ICLI's Marriage Certificate.

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

ICLI Caretakers Job

What they do:

The Caretakers will be setting up the:

- Carpets (Basketball court only)
- Tables & Tablecloth
- Chairs
- Set up 2-4 Garbage Stations (depending on size capacity)
- Make sure the Bathrooms are clean before the event.
- Clean up after the event (take down the tables, chairs, carpets, kitchen cleanup and taking out all the garbage from the event).

What they don't do:

- Help decorate the stage/centerpieces.
- Help SETUP OR SERVE the food.
- ICLI does not provide serving spoons & supplies.

ICLI Servers Job

What they do:

The Servers will help with:

- Food table setup.
- Bringing food from kitchen to serving table.
- Available all times during the service .

What they don't do:

- Help decorate the stage/centerpieces.
- ICLI does not provide serving spoons and supplies.

NOTE:

Caretakers' fees must be submitted in check or cash to the office prior to the event.

The person hosting the event MUST take all the food that was brought for the event.

CARETAKERS ARE NOT RESPONSIBLE FOR DISPOSING OFF THE LEFTOVER FOOD.

Please sign here. ↑