



Rev. 9/2023

## AL MADINA INSTITUTE OF KNOWLEDGE

### AL MADINA MASJID

At 1502 Woodlawn Drive, Baltimore, Maryland 21207

# Hall Reservation Form

**Event (Occasion):**  Wedding  Aqeeqah  Gathering  Other: \_\_\_\_\_

## Responsible Person Information

NAME: \_\_\_\_\_  
FIRST \_\_\_\_\_ LAST \_\_\_\_\_

GENDER  Male  Female TELEPHONE # \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ Alternate # \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ Number of Guest # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email : \_\_\_\_\_

### **Terms & Condition:**

1. Advance pay, half amount at the time of reservation.
2. Pay Full amount, before the day of Event.
3. Cancelling or Changing the date will be charge \$100.
4. Deposit \$500 at the time of reservation. Will be return after event.
5. Any damage to the property of this facility, will be deduct from deposit.
6. All the trash will be in the bags, tied properly and dump it in the back side dumbster.
7. \$100 will be charge for cleaning.

By signing this form, I agreed the terms and conditions for renting AIK Halls for event.

Signiture: \_\_\_\_\_

Use Kitchen - \$100.00

First Floor Area - \$500.00

Second Floor Area - \$500.00

## Office Use only

**Total Fee Received:** \_\_\_\_\_

**Balance:** \_\_\_\_\_

Method of Payment:  Check  Cash  Bank direct withdraw  Credit Card

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Credit Card: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

CVV # \_\_\_\_\_

Date Received: \_\_\_\_\_