



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ

MULTI-PURPOSE ROOM / EVENT SPACE TARIFF 2024

Private / Social Events:

Full use of indoor areas including MPR with or without food service (over 50 guests):	\$3000
Additional for courtyard usage weather permitting	\$800
Full use of indoor areas including MPR with food service (30-50 guests)	\$2000
Full use of indoor areas including MPR without food service (30-50 guests):	\$1000
Full use of indoor areas including MPR with food service (less than 30 guests):	\$1000
Use of MPR without full food service (less than 30 guests):	\$600*

***No supervisor or cleaning staff hired for these small events. To be managed by volunteers under direction from BOT/EC member in charge*

Partner organizations & not-for-profits:

Full use of all areas including MPR + Courtyard with food service (over 50 guests):	\$1000**
Full use of all areas including MPR + Courtyard without food service (over 50 guests):	\$800**
Full use of only MPR with food service (30-50 guests):	\$800**
Full use of only MPR without food service (30-50 guests):	\$600**
Use of MPR with food service (less than 30 guests):	\$600**
Use of MPR no food service (less than 30 guests):	\$300**

***No supervisor or cleaning staff hired for partner / not-for-profit events. To be managed by volunteers.*

***If any cleaning / staffing is needed, to be paid by partner organization.*

***For partner events, the venue will be “as-is-to be returned” basis.*

***One of the BOT/EC member to take responsibility of the event with primary contact.*

***A BOT/EC member must be present during the full length of the event.*

****Maximum Capacity 120 guests*

Events relating to death of a community member – Quran Khani, Dua:

Masjid facilities are available for community use in case of an event arising from the passing of a community member at no charge. However, the family members are requested to make a donation to masjid which will cover costs of cleaning and upkeep of the masjid. If there are concerns, please speak with Events team. Suggested donation as follows:

Full use of all areas including MPR + Courtyard with food service (over 50 guests):	\$1000
Full use of all areas including MPR + Courtyard without food service (over 50 guests):	\$500
Full use of only MPR with food service (up to 50 guests):	\$800
Full use of only MPR without food service (up to 50 guests):	\$600



Inclusions:

4-hour event (additional time to be charged proportionally)
Maximum Capacity & Pricing is for 120 guests; for events over 150 guests, additional charges may apply
White box room with furniture – Tables, Chairs for seating & for buffets as needed.
Linen (cloth) for dining tabletops
Set up, Cleaning & Break down (as per agreed layout)
Use of kitchen and kitchen equipment
Use of SS utensils (for dishing out food)
Trash bags
On-site supervisor (@ approx. 7-hour shift 2 hours before the event)
Crew for set up (@ approx. 7-hour shift 2 hours before the event (1 or 2 as needed))

Add On Fees / Items:

Imam Fee (suggested minimum \$250 to be paid directly to the officiating Imam)
SS Chafing dishes \$250 rental for 10 units (to cover cleaning costs)
We recommend that the caterer or the client bring all consumable items. A selection of consumables are available at the masjid (typically used for masjid events) in case of a last-minute need. These can be used against a small fee to cover costs. List of these items include
Disposable plates, cups, and utensils
Disposable tablecloths for buffet tables
Paper napkins
Chafing fuel (sterno) units
Water bottles, Juice boxes

Payment Terms / Cancellation fees:

All requests remain enquiries until it is confirmed by a member of the Events team
Once the Events team confirms the event, it is considered booked.
50% non-refundable deposit is required two weeks (14 days) prior to the event date. This can be paid as check, using a credit card or via Zelle
Remaining payment to be made (preferably in cash) on the day of the event before commencement of the event
Payment for any incidentals can be made after the event as applicable.