



Event Guidelines

Nikah Ceremony:

- If the Nikah ceremony is inside the Masjid, we only allow for very light refreshments. If it is under 30 people with refreshments or over 30 people without any refreshments, the event is free. If it is over 30 people with refreshments, there is a \$200 Masjid fee. In addition, a reasonable honorarium must be paid to the Imam along with additional charges for chai (tea at \$40/4 gallon container), if needed.
- If the Nikah ceremony is outside the Masjid in the parking lot, only half of the parking lot may be used. The other half is reserved for our attendees for Salah. The Masjid fee is \$1,000. In addition, a reasonable honorarium must be paid to the Imam along with additional charges for chai (tea at \$40/4 gallon container), if needed.
- Prior to the Nikah ceremony, the participants must have completed the Nikah application and submitted a copy of their marriage license. On the day of the event, both parties must bring picture identification.

Dua:

- A simple lunch/dinner is allowed inside the Masjid since this is usually a small personal gathering. There is a \$100 Masjid fee. In addition, an honorarium must be paid to the Imam (if his services are needed) along with additional charges for chai (tea at \$40/4 gallon container), if needed.

Other Event:

- Fill out the event form and wait for a reply.

General:

- No soda or juices are allowed in the Masjid.
- Must bring your own utensils, napkins, cups, teacups, paper plates, garbage bags, burners, water bottles, table covers, etc.
- Masjid can only provide chairs, tables, serving spoons and tray holders.
- Must assist in cleanup efforts.
- No classrooms may be used for any event. They are to remain locked at all times.
- Brothers are limited to the main hall & sisters are limited to the basement main hall.
- It is imperative that clean up is done by the time stated as we have numerous programs in the Masjid along with a full-time elementary school so the Masjid needs to be cleaned and prepped accordingly.



NIKAH APPLICATION

Contact name: _____

Contact Phone number: _____

Date of Nikah at Masjid Hamza: _____

Time: _____

Groom's Name: _____

Date of Birth: _____

Groom's Father Name: _____

Bride's Name: _____

Date of Birth: _____

Bride's Father Name: _____

Mahar Amount (dowry): _____

Select all applicable: Deferred Don't Disclose Disclose

Two Male Witnesses

Name 1: _____

Name 2: _____

Name of Bride's Representative (wali): _____

Relationship to Bride: _____

Date of Marriage License: _____ Location: _____

Imam will not wait more than 15 minutes for the participants

*Submit form via **email** or **hardcopy** to the contact information above*

REMINDERS:

- Bring a copy of your marriage license
- Bride and Groom are required to bring picture ID and two male witnesses.
- Reasonable honorarium for the Imam **must** be given directly to him.
- Masjid fee, if applicable, must be paid in advance; see event form.
- Read guidelines and rules prior to the event.



EVENT APPLICATION

Last Name

First Name

Middle Name

Address

City

State

Zip

Home Phone

Mobile Phone

Email

REASON FOR EVENT:

DUA

NIKAH

OTHER

EXPLAIN OTHER: _____

APPLICANT MUST INSURE INDIVIDUALS ARE DRESSED IN PROPER ISLAMIC ATTIRE

Date of Event: _____ # of men: _____ # of women: _____ Time: _____ to _____

***Not to exceed 160 individuals inside the Masjid* (100 max in brothers & 60 max in sisters)**

Nikah Ceremony <i>Must have marriage license & have Nikah Application filled.</i> Imam to perform Nikah:	No refreshments or Under 30 people	Over 30 people with refreshments
	Masjid fee: Free	Masjid fee: \$200
	<i>Only light refreshments are allowed; no lunch/dinner</i> <i>Reasonable honorarium must be given to the Imam</i>	

Dua for deceased	Not to exceed 160 people	
	Masjid fee: \$100	
	<i>Light refreshments or simple lunch/dinner allowed.</i> <i>Reasonable honorarium must be given to the Imam (if used)</i>	

Other Event	Fill out details above and we will respond.
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Additional	Chai (Tea)	\$40/ 4 gallon container
	Half Parking Lot Usage	Masjid fee: \$1,000

Rules	<ul style="list-style-type: none"> -No classroom may be used. -Brothers in the main hall and sisters are in the basement. -No soda or juice inside the Masjid; only water. -Whole parking lot can't be used if event is outside. -Party must assist in cleanup efforts.
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****SEE EVENT GUIDELINES AND RULES FOR FURTHER DETAILS****

APPLICANT MUST WAIT FOR APPROVAL FROM MANAGEMENT

DESCRIPTION OF FOOD/SNACKS SERVED (IF ANY):

CHAI (TEA): Number of container(s) needed: _____

Number of gallon(s) in each container (max 4): _____

Submit form via **email** or **hardcopy** to the contact information above