



Northwest Islamic Community Center (NWICC) Facility Rental

Office Manager
Phone: 612-298-0567

Hebba Aburia
Email: office.manager@nwiccmn.org

Mailing and Venue Address: NWICC 3300 Plymouth Blvd, Plymouth, MN 55445

To inquire about the venue & availability, please contact Hebba.

Reservations will not be confirmed until we receive a completed application, rental agreement form, and full payment.

Submit this form via email to Hebba or in person at NWICC after confirming date availability.

RENTER INFORMATION

Name	Organization Name (if applicable)
Address	
City, State, Zip Code	
Email	Phone Number

EVENT INFORMATION

Date	Reservation Start Time	Reservation End Time
Type of Event	Number of Guests <i>(Capacity: 120 banquet seating or 150 conference seating)</i>	

Rental Fee \$	Security Deposit \$	Total \$
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SECURITY DEPOSIT RETURN INFORMATION

Checks will be returned to the information below and are non-transferable.

Payable To	Address
City, State, Zip Code	

PAYMENT INSTRUCTIONS:

- Full payment of all applicable rental fees and security deposit are due at the time of booking.
- Please make checks payable to: NWICC. All checks for appropriate fees and deposits are deposited upon receipt, not held.
- If the event is within three weeks of booking, payment must be submitted in the form of a cashier's check, cash, or credit card.
- Renters will be charged \$50 for event date changes.
- The security deposit is to cover any damage to the facility, violations of the rental agreement, extra clean-up, or cancellation of event without three weeks notice.

NWICC DINING HALL RENTAL AGREEMENT

The Renter will rent the NWICC Dining Hall for an event for the following date, purpose and time:

Renter Name	Organization Name (if applicable)	
Phone Number	Type of Event	
Event Date	Reservation Start Time	Reservation End Time

The Renter agrees to abide by the following terms and conditions:

1. **TERM OF THE AGREEMENT.** Northwest Islamic Community Center, newly remodeled in 2024, offers a conveniently located meeting and party space with many amenities at a very reasonable price.

2. The Dining hall has a capacity for 160 guests (20 tables with 8 people per table). It offers a food warming kitchenette with a industrial food warmer, industrial fridge, freezer, large sinks, and ample counter space. The adjoining Musallah offers spiritual space offers plenty of rooms for guests to offer salah

3. **RENTS AND DEPOSITS.** The Renter must pay all rental fees and security deposits at the time of signing this Rental Agreement. The Renter's event date will not be reserved until this Rental Agreement, all rental fees and security deposits are received. Renters will be charged \$50 for change of event date. All rental fees and security deposits made by personal check shall be received by NWICC at least three weeks in advance of the event. Rental fees or security deposits received by NWICC within three weeks of the event must be submitted in the form of a cashier's check or cash.

The Renter must pay a security deposit in the amount of \$500. If no damage occurs and all other terms of this Rental Agreement are met, NWICC will refund the security deposit in full only after a full inspection of the premises (inside and out) and of the equipment. If damage occurs, the cleaning requirements are not met, or the rental agreement is violated in any way, money will be withheld from the deposit, which may be the entire deposit. The Renter is responsible for any damage done by a contractor or caterer hired by the Renter.

3. **USE OF THE BUILDING.** The Renter agrees to abide by the following rules:
 - a. No food or drink allow outside the dining hall
 - b. Use of Classrooms not permitted
 - c. Applicants will provide their own serving utensils, trays, plates, and utensils
 - d. - Activities not allowed
 - i. Alcohol
 - ii. Music
 - iii. Dancing
 - iv. Smoking / Vaping / Hookah

- d. The Renter may only hang items using painters tape. No tacks, nails or any kind of adhesive materials are allowed. Helium balloons must be secured and are not allowed to float freely to the ceiling.
- e. The use of glitter and confetti are prohibited.
- f. The Renter must remove any items or property belonging to the Renter from the Building at the end of the rental time. Items remaining after midnight on the day of rental will be discarded. NWICC or agents will not be responsible for any lost, stolen, or damaged belongings in or on the Building property, either before, during, or after the Event.
- g. Storage rooms, offices, and garage are off limits to the Renter and/or guests.
- h. Renters are prohibited from using fireworks, sparklers, firecrackers, smoke devices, smoke machines, etc.
- i. Renters are prohibited from doing any sort of on-site cooking, inside or outside; no charcoal, propane, or electric grills, griddles, friers, smokers, etc.

5. CLEAN UP. The Renter agrees to pay the \$200 clean up and set up fee.

6. CANCELLATION. At any time prior to 30 days before the Event, NWICC shall have the right upon notice to the Renter to cancel the Event and terminate this Agreement. NWICC shall refund any security deposit and any fees paid under this Agreement, and neither party shall have any further liability to one another. At any time the Renter, not giving NWICC at least three weeks' notice prior to the Event, cancels use of the facility shall forfeit their rental fee as penalty; if the rental fee has not been paid, the amount of the rental fee shall be deducted from their security deposit as penalty. At any time the Renter cancels use of the facility prior to 3 weeks of the event, there will be a \$50 cancellation fee. If less than 3 weeks, the cancellation fee will be equivalent to the reservation fee.

7. NON-TRANSFER. This Agreement is non-transferable.

8. NON- SUFFICIENT FUNDS CHECKS. If the Renter's check is returned because of Non-Sufficient Funds, the Renter will be charged a \$40.00 fee in addition to the original check amount.

Rates:

Monday – Thursday	8am – 12pm	\$200
	1pm – 5pm	\$200
	6pm – 10pm	\$200
Friday	8am-12pm	\$200
	1pm-4pm	Not available
	5pm – 10pm	\$400 Member / \$600 non-member
Saturday	8am – 3pm	Not Available
	5pm – 10pm	\$400 Member / \$600 non-member
Sunday	8am – 3pm	Not Available
	5pm – 10pm	\$400 Member / \$600 non-member

Authorizing Signature

Renter Signature

Date

Frequently Asked Questions—NWICC Facility Rental

How do I rent the NWICC Dining Hall?

Step One: 1. Contact the facility manager at xxx-xxx-xxxx to confirm date availability. Applications received without confirming date availability with the facility manager will be canceled.

IMPORTANT: Reservations will not be confirmed until completed paperwork and payment is received and a confirmation code is given.

Step Two: Once you receive confirmation the date is available, fill out rental paperwork and complete payment. The options are:

Step Three: Complete paperwork and payment in person at NWICC.

Who do I make the check payable to?

NWICC

Can I write out one check for the deposit and the rental fee?

Yes, please write one check for the total amount (rental fee + deposit). All security deposit and rental fees made by personal check shall be received by NWICC at least three weeks in advance of the event.

Where do I send the contract and check?

Send to: NWICC
3300 Plymouth Blvd
Plymouth, MN 55445

When are the Security Deposit and Rental Fee due?

The security deposit and rental fee are due at the time of signing the Rental Agreement. Your rental date will not be guaranteed until NWICC has received your security deposit, rental fee, and the signed rental agreement. Security deposit and rental fees made by personal check shall be received by NWICC at least three weeks in advance of the event.

Who is responsible for setting up the room and cleaning up afterwards?

NWICC's caretaker will be responsible for setting up tables and chairs and cleaning up afterwards granted that the clean up is standard.

How many tables are available?

20

How many chairs are available?

160

How do I get a key to the facility for my event?

Can I put up a tent or bounce house outside the building?

No. Renters are not permitted to put up tents, bounce houses, or other similar structures.

Can I have a food truck at my event?

Food trucks are only allowed in the back parking lot. Renters and food trucks are not allowed to drive to the back of the building. NO EXCEPTIONS. Food trucks must be compliant with state health guidelines and requirements.

Can I cook on-site?

No. Renters (including caterers) are prohibited from doing any sort of on-site cooking. Kitchen can only be used for warming. Food warmers can hold XX amount of food trays and maintain a temperature of XXX degrees.

If I have rented items from elsewhere that are to be picked up, do I need to be there?

Yes! You are responsible for the building and its contents when pick ups occur. Please make arrangements with the company for time of pick up. Remember, NWICC does not have regular open hours so you must let them into the building.

How do I get my security deposit back?

After your event, a NWICC representative will assess the building and check for damage, proper put away and clean up. If all is satisfactory, a check will be sent back to you in the mail. It takes two-three weeks to receive your returned deposit check. If there are inadequacies in the above, NWICC will assign a fee and issue the remaining balance of your deposit check. Remember that you as the renter are responsible for any

Where do I call if I have more questions?

Call Hebba Aburia at 612-298-0567 or email her at office.manager@nwiccmn.org for all questions including availability and booking. Most likely you will need to leave a message and she will return your call within 24-48 hours.