**Nikah / Registration Form**

**Please write clearly and with correct spellings.**

**(Documents with wrong spellings will create problems for you at later dates).**

Date of Nikah ……………………………………………… Islamic Date ……………………………

Occasion …………………………………………………………………………………………………………

*(N.B. If you want the Nikah on the particular occasion, remember that it is subject to the sighting of the moon)*

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| **Groom’s Details** |  |
| Membership Number ………………………………………………….. |  |
| Name of Groom ………………………………………………………….. | Signature ………………………… |
| Father’s Name …………………………………………………………….. | Signature ……………………….. |
| Father’s Profession…………………………………………………………………………………………………….. | |
| Full Address ……………………………………………………………………………………………………………….. | |
| ……………………………………………………………………………………………………………………………………. | |

|  |  |
| --- | --- |
| Telephone (1) …………………………………………. | Telephone (2) ……………………………………… |
| Fax …………………………………………………………. | Mobile ………………………………………………….. |

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| **Bride’s Details:** |  |
| Membership Number …………………………………………………. |  |
| Name of Bride …………………………………………………………….. | Signature ……………………….. |
| Father’s Name ……………………………………………………………... | Signature ……………………….. |
| Father’s Profession…………………………………………………………………………………………………….. | |
| Full Address ………………………………………………………………………………………………………………… | |
| …………………………………………………………………………………………………………………………………….. | |

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| Telephone (1) ………………………………………….. | Telephone (2) ………………………………….. |
| Fax …………………………………………………………… | Mobile ……………………………………………….. |

**Agreed Mahr** ………………………………………

**Attached Guidelines have been read and understood by both parties: YES ❑**

**Nikah Reciters**

Groom’s Representative ………………………………… Signature ………………………………

Bride’s Representative …………………………………… Signature …………………………………

**Nikah Reciters at Civil Ceremony**

Groom’s Representative ………………………………… Signature …………………………………

Bride’s Representative …………………………………… Signature …………………………………

Member of which Jamaat? …………………………………………………………………………………

**Has the Nikah Reciter taken permission of the Bride & Groom to recite the Nikah? YES ❑**

1. It is a courtesy to approach the Alim personally and request him to recite the Nikah on your behalf.

1. Nikah Certificate will be issued on production of Certificate of Marriage from the registery office.
2. Cost of Nikah Certificate is £20.
3. Nikah Certificate will only be issued for wedding taking place at our Centre.
4. **Registration procedure at our Centre**
   1. Check availability of Hall with the Hujjat Jamaat Office.
   2. Make an appointment at your local registry office to give notice of marriage. Both parties must personally apply for the Licence, it takes 28 days for the Licence to be issued.
   3. For administration purposes, copy of the certificate (Licence) will be required by the jamaat office at least one week before the ceremony is to take place.
   4. Donation of £100 is requested to book the Registration which is to cover the cost of utilities of the Jamaat and £70 is to be given to the Registrar on the day of Registration.
   5. Jamaat observes strict segregation of men and women at all times during the Ceremony. Male photographer/video recorders are not allowed to go into the ladies section and equally female recorders are not allowed in to the men’s section.
   6. It is compulsory to have the Religious Ceremony (Nikah/Mutta) during the Registration Ceremony.
   7. Book a Maulana and submit this form with all the relevant information to the Jamaat Office at least one week before the Registration booking.

**Civil Ceremony**

Bride’s Witness ………………………………………………………Signature ………………………….

Groom’s Witness …………………………………………………… Signature ……………………………

**Nikah Consent Form**

**(To be filled by the Bride)**

*In the name of the Almighty.*

This is to confirm that I, .................................................................

of (address) ..................................................................................

....................................................................................................

hereby consent to .................................................................(name

of wakil) reciting my Nikah with .......................................................

at the agreed Mahr of ....................................................................

I have done this willingly and with no pressure from any quarters.

Signed: .......................................... Date: ....................................

Name: ..........................................................................................

I, ..................................................................... the guardian/father

of the above named person, do also consent to the same.

Signed: .......................................... Date: ....................................

Name: ..........................................................................................

**Guidelines for Hire of Hujjat Centre for Weddings/Mandwo/Registration**

When you hire out the Hujjat premises for an event or function, please abide by the following:

**Timings and Hiring**

* The timings for any function taking place will need to be approved in advance by the Jamaat Office. During Term times, weekend functions may not commence before 5pm. For Bank Holidays, please contact the Jamaat Office.
* The Jamaat reserves the right to take multiple bookings for the same date. The Halls will be allocated on a first come, first served, basis.
* Please keep to the timings agreed in advance, and ensure that functions do not -run. The hire fee will cover a three-hour hire period. After three-hours, a surcharge of up to £100 per hour will become payable.
* Apart from Wedding Registrations, if any other mixed function is held at the Centre, then both the Ladies and Gents halls should be hired. Mixed gatherings are not permissible under any circumstances.

**Deposit**

* A deposit of 50% will be required for confirmation of your Hire. This will be refundable should you require to cancel your booking at least 72 hours before the date of the booking. You will lose your deposit if your booking is cancelled less than 72 hours before.

**Catering**

* The catering for functions taking place in the Centre will be prepared in the Centre’s kitchens.
* Please do not approach any cooks directly to request them to cater for your function. The Jamaat Office is responsible for ensuring that the appropriate number of cooks are available on the day.

**Dress code for main and private functions**

* Ladies will need to ensure that they are modestly dressed.
* For Wedding Registrations, the bride and all female guests must observe Hijab.

**Preparing the Bridal area**

* Access will be provided to the Centre for the purpose of decorating the bridal area on the afternoon of the function. Please liaise with the admin office to arrange this. Please do not stick any decorations on the walls.
* You are permitted to arrange for one flower pot to be located on either side of the bridal seat (i.e. two in total)
* All decorations, including the bridal sofa, must be cleared by the hirers at the end of the function. You are not permitted to store any furniture overnight in the Centre.

**Presentation**

* The bride should enter from the front of the Hall.
* Please do not present the bride with more than seven items at a function.
* It is not appropriate for the bride’s shoes to be brought into the Centre for presentation.

**Confetti, flowers and suwa-dana**

* Please refrain from throwing or sprinkling confetti, flower petals and suwa-dana, either inside or outside the Centre.

**Video Filming**

* Video Filming, whilst permitted, should be restricted to the ceremony and the close family members. Filming of the public during or after the function is not permitted.

**Photographs**

* Although photography is permitted, only the allocated photographer in the ladies section may take photographs in the ladies hall. Guests are not permitted to take their own photographs, in order to preserve the hijab of the female guests. Any guests seen taking photographs (including on their phone) will be asked to refrain from doing so, and a failure to comply may result in the confiscation of their camera/phone for the duration of the function. They may then collect their camera/phone from the Jamaat Office once the function has ended.
* At mixed functions, where both the ladies and gents hall is hired, men may not enter the Ladies hall and vice versa. Specifically, the groom is not permitted to enter the Ladies hall for the purposes of taking photographs.

**The Jamaat reserves the right to amend the above guidelines as and when required.**