



# Batley's No.1 Venue for Conferences

- ☐ Meetings
- ☐ Seminars
- ☐ Workshops
- ☐ Training
- ☐ Team Building Away Days
- ☐ Exhibitions
- ☐ Leisure & Sports
- ☐ Weddings



Ibn Sina Conference Room



Al Ghazali Conference Room



Al-Rumi Conference Room



ICT suite



Quality catering for every occasion



## Bookings Hotline

Tel: 01924 500 555

Email: [info@imws.org.uk](mailto:info@imws.org.uk)

Fax: 01924 500 556

Web: [www.imws.org.uk](http://www.imws.org.uk)

Conference services include:  
 Flip Chart, OHP/Laptop/Powerpoint Projectors, Photocopying,  
 PA System and now SMART BOARD  
 Full catering & refreshments provided.  
 100 FREE PARKING SPACES

**IMWS Al-Hikmah Centre, 28 Track Road, Batley, West Yorkshire, WF17 7AA.**



## HOW TO FIND AL-HIKMAH CENTRE

### From M62

Exit Junction 25

At the roundabout take 3rd exit and follow signs to Dewsbury. At the next roundabout take first left and follow signs for A62 Leeds (at the traffic lights, go past Three Nuns on the left) up the hill. Approximately 2 miles after the fourth set of traffic lights turn right onto the A638 to Heckmondwike. Go straight through Heckmondwike town centre and at the top of the hill, go through the traffic lights (past Dewsbury District Hospital on the right) and take 1st left onto Thorncliffe Road (immediately after the pedestrian traffic lights). At the T-junction go straight across the road and through the large green gates and you are in the grounds of Al-Hikmah Centre.

### From M1

Exit junction 40

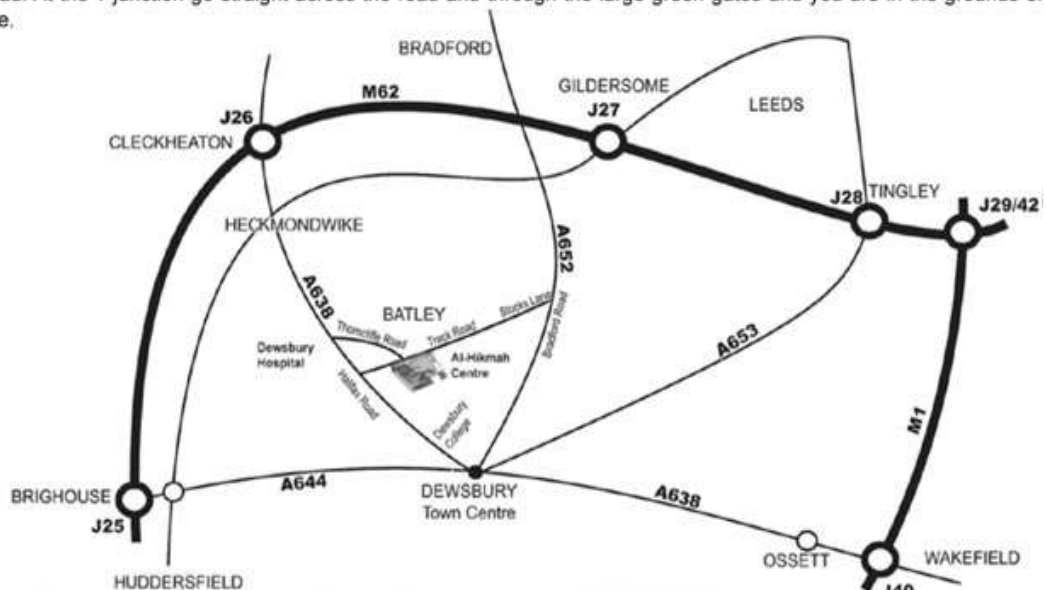
Take the first left at the roundabout, following signs for Dewsbury. At the 2nd roundabout take the 2nd exit towards Dewsbury. Continue straight pass the set of traffic lights and the Petrol Station on your right. At the 4th set of traffic lights take a right signposted Halifax and Dewsbury Hospital (A638 Halifax Road). Keep on Halifax Road for approximately 1.5 miles, passing Dewsbury College (on the right) and continue up the hill. Before the pedestrian traffic lights take a right turn on to Thorncliffe Road. At the T-junction go straight across the road and through the large green gates and you are in the grounds of Al-Hikmah Centre.

### From LEEDS

Follow A653 signs for Dewsbury on Dewsbury Road, and turn right at the traffic lights on to Soothill Lane (Babes in the Wood pub on the right hand side). At the very bottom turn right and go straight through the traffic lights for approximately 2.5 miles, passing Fox's Biscuits on your left. At the next set of traffic lights take a left up the hill on Clerk Green. Keep on this road which will then become Track Road (at the top on the flat stretch). The Al-Hikmah Centre is on your left hand side where you see the large green gates opposite Thorncliffe Road.

### From DEWSBURY

On the ring road, after the railway station (on your left), turn left onto A638 Halifax Road. Keep on Halifax Road for approximately 1.5 miles, passing Dewsbury College (on the right) and continue up the hill. Before the pedestrian traffic lights take a right turn on to Thorncliffe Road. At the T-junction go straight across the road and through the large green gates and you are in the grounds of Al-Hikmah Centre.



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**DOMESTICS - CONFERENCE ROOMS**

<b>1</b>	<b>SITUATION OF TOILETS</b>	<b>First Floor:</b> Ladies: First Floor (through FF9 and into FF11) <b>First Floor:</b> Gents: First Floor (through FF9 and into FF10) <b>Ground Floor:</b> Asian / Disabled
<b>2</b>	<b>ENTRY INTO THE BUILDING</b>	Entry is through the front Reception Area of the building. All delegates must first report and sign in on arrival
<b>3</b>	<b>CAR PARK</b>	There are adequate car-parking facilities at the Centre. It is advised that all vehicles be parked sensibly. Disabled car parking bays are clearly marked within the car park. However, arrangements can be made to park cars in front of the main building if agreed in advance.
<b>4</b>	<b>SMOKING POLICY</b>	There is a strict no smoking policy in operation inside the building. Smoking is only allowed in clearly designated areas outside in the car park.
<b>5</b>	<b>TELEPHONE CALLS</b>	Messages will be taken from incoming calls and passed onto the relevant person only during office hours. <i>Use can be made of the Payphone sited on the front reception bay</i>
<b>6</b>	<b>FIRE EXITS / ALARMS</b>	The locations of the fire exits are clearly marked throughout the building, however, in case of a fire or emergency, your nearest exit point is the front door entrance which you entered the building from (where the signing in book is located). The assembly point is in the <i>Main Car Park</i> . We do not have any fire drills planned, however if you do hear the alarm, please follow the above instructions.
<b>7</b>	<b>DISABLED ACCESS</b>	<i>We pride ourselves in working towards providing fully accessible premises. The following facilities are available for people with disabilities:</i> <ul style="list-style-type: none"> <li>➤ <i>Car parking</i></li> <li>➤ <i>Fully accessible disabled toilets</i></li> <li>➤ <i>Ramps to all main buildings</i></li> <li>➤ <i>Passenger lift.</i></li> </ul>
<b>8</b>	<b>FIRST AID</b>	<i>In case of an unfortunate emergency or accident the First Aid box or qualified First Aider(s) can be contacted in the main reception office located on the ground floor.</i>

**FIRE PROCEDURE**

- 1) If you discover a fire, raise the alarm by breaking the glass nearest to you.
- 2) Call the fire brigade by dialling 999 from any nearby telephone.
- 3) If it is safe to do so, attack the fire with the appropriate extinguishers which are located throughout the building. (If you have not received training in the use of fire extinguishers, please do not attempt to fight the fire).
- 4) If you hear the alarm leave the building quickly and go to the assembly point which is located in the main car park.
- 5) Do not stop to pick up personal belongings.
- 6) Do not re-enter the building until advised that it is safe to do so, by someone in authority.

*We sincerely hope you enjoy your experience at the Al-Hikmah Centre. On behalf of all the staff we would like to take this opportunity to thank you for the interest you have shown. We hope you will recommend our services to your colleagues/friends.*

**TERMS & CONDITIONS**  
**FOR THE HIRE & USE OF CONFERENCE ROOMS / HALLS**

In all cases the hirer/user must agree to the following conditions and the special conditions (if any) appended here to:

- If possible a minimum of 7 days is required for all bookings.
- A minimum of 7 days notice is required for cancellation of all bookings. If this is not received then the hirer will be liable to pay 50% of the charge applicable for the hire of the room.
- A minimum of 72 hours notice is required for the cancellation of buffet orders. If this is not received then the hirer will be liable to pay the full cost as stipulated.
- The hirer will be responsible for all damages incurred during use and will be held liable for the full cost of repair or replacement.
- The equipment and furniture remain the property of IMWS at all times, and should not be taken off the premises.
- All discounts are at the discretion of the Manager/Executive.
- All invoices must be paid in full within 14 days of issue.
- All parking within the IMWS grounds is done entirely at the risk of the user.
- Hirers/users must observe Fire Precaution procedures *as displayed in all the rooms and passages*.
- Hirers/users must at all times observe Health and Safety at Work regulations whilst using all facilities.
- All accidents and injuries must be reported at the main Admin office situated on the ground floor.
- The hirer/users shall leave the premises, fixtures and fittings in a clean and tidy condition. The Management reserves the right to charge extra.
- The IMWS accepts no responsibility for the loss or damage of any property belonging to users whilst on the premises.
- The Management reserves the right to expel anyone from the premises who may be behaving in a manner deemed to be unsuitable, illegal or immoral.
- The IMWS reserves the right to refuse booking and to impose and enforce any other conditions it deems necessary or not written herein.

Particular care should be taken to ensure that:

- Events that take place on the premises do not go beyond the bounds of common decency.
- Dancing, singing, music and any alcoholic beverages are totally prohibited on the premises.
- The bringing of pig meat or pork on the premises is not allowed.
- Video cameras and photography is discouraged.

If any of the aforementioned terms and conditions have been contravened the Organisation reserves the right to stop the event and ask the group to leave the premises. In any such event, any deposits paid to the Organisation will be forfeit.

## IMWS Al-Hikmah Centre Conference Hire Charges

	Half Day		Full Day	Evenings & Weekends	Week
	09:00 - 12:30	13:00 - 16:30	09:00 - 17:00		5 Days
<b>Main Building:</b>					
Conference Room 1	£67.50	£67.50	£110.00	£25.00 per hr	£360.00
Conference Room 2	£67.50	£67.50	£110.00	£25.00 per hr	£360.00
Conference Room 3	£77.50	£77.50	£125.00	£30.00 per hr	£485.00
IT Suite with Smart board	£102.50	£102.50	£175.00	£200.00	£600.00
<b>Refectory:</b>					
Ground or 1st Floor	£132.50	£132.50	£240.00	£55.00 per hr	£610.00

Capacities	Theatre	Boardroom
<b>Main Building:</b>		
Conference Room 1	25 ppl	20 ppl
Conference Room 2	25 ppl	20 ppl
Conference Room 3	40 ppl	25 ppl
<b>Refectory:</b>		
Ground or 1st Floor	600(gf)/800 (1st)	

Refreshments:	
Tea & Coffee (*1)	£1.00
Tea & Coffee (*2+)	£1.60
Orange Juice (per jug)	£1.90
Mineral Water (bottle)	£1.65
Assorted Biscuits (plate)	£1.80
Standard Buffet	£6.95
Mints	£5.00
Bowl of Fruit	£7.00

Equipment:	Flat Rate
TV & Video	£10.00
Overhead Projector	£5.00
Powerpoint Projector	£25.00
Flip Chart (& paper/pen)	£7.50
PA System	£25.00

**Please note that all prices given above are exclusive of VAT.  
Outside catering will also incur a charge of £25.00.**



Est. 1957

*For the Community - By the Community*

# IMWS CONFERENCE BUFFET MENU

Choose any 5 items from 1-3, plus 1 desert & 1 drink  
(fresh green salad/sauce is included)

## (1) FINGER FOODS

CHICKEN SAMOSAS  
CHICKEN ROLLS  
TANDOORI CHICKEN LEGS  
TANDOORI CHICKEN BOTI  
TANDOORI CHICKEN DRUMSTICKS  
SEEKH KEBABS  
SHAMI KEBABS  
CHEESE AND ONION PASTRY

VEGETABLE PIZZA FINGERS  
VEGETABLE QUICHES  
VEGETABLE ONION BHAJIS  
VEGETABLE SAMOSAS  
VEGETABLE ROLLS  
VEGETABLE BHAJIS  
VEGETABLE PASTRY

## (2) SANDWICHES

CHEESE/ONION  
CHEESE/TOMATO  
CHEESE/MAYONNAISE  
CREAM CHEESE/CELERY  
SALAD

CHEESE/PICKLE  
EGG MAYONNAISE  
TUNA MAYONNAISE  
TUNA CUCUMBER

## (3) HOT FOODS

CHICKEN CURRY  
CHICKEN BIRYANI  
NAANS  
KHEEMA CURRY (MINCE)  
CHICK PEAS CURRY (VEG)

RICE WITH PEAS  
VEGETABLE CURRY  
RICE WITH VEGETABLES  
VEGETABLE BIRYANI  
RICE

## DESSERTS (any 1)

CHEESE CAKES  
GATEAU'S  
FRESH FRUIT

FRUIT SALADS  
TRIFLES  
CHOCOLATES

## DRINKS (any 1)

ORANGE JUICE

MINERAL WATER

IMWS AL-HIKMAH CENTRE CONFERENCE **PACK**  
**CONFERENCE BOOKING FORM**

**Organisation Details**

Name of Organisation	
Address	
Address for invoice (if different than above)	
Purchase Order No.	
Telephone No.	
Contact Person	

**Conference Details**

Conference Date	
Time Required	
No of People Attending	
Conference Title	
Room Required <small>If a specific room is required then please state the room name or number</small>	
Layout Style	<input type="checkbox"/> Boardroom Style <input type="checkbox"/> Theatre Style <input type="checkbox"/> Other _____

**Refreshments Details**

**Buffet Details**

Tea / Coffee	<input type="checkbox"/> Yes <input type="checkbox"/> No	Buffet minimum order of 6	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. Required (If Yes)		No. Required (If Yes)	
Time(s) Needed		Time Needed	
Biscuits	<input type="checkbox"/> Yes <input type="checkbox"/> No	No. of Asian Food	
No. of Plates (If Yes)		No. of British Food	

**Equipment Details**

Flip Chart	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Overhead Projector	<input type="checkbox"/> Yes	<input type="checkbox"/> No
TV & Video	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PowerPoint Projector & Laptop	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PA System	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I hereby agree to abide by the terms and conditions, a copy of which I have read.

Signature		Date	
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Please note: (1) A surcharge of £25.00 will be levied for the hire of outside caterers.