



# Prarthna Sabha Hall Hire



Navnat Vanik Association provides bereaved families the facility to hold a **Prarthna Sabha (prayer service) free of charge for up to 2 hours**, provided the deceased was a **NVA Life Member**.

## Designated Prayer Area – Our New Hall

All Prarthna Sabha services will take place in our **newly refurbished and newly built areas, which are fully carpeted and accessible to all users, including those who require wheelchair access.**

This has been purposefully designed to provide a **comfortable and dignified setting.**

This space:

- Accommodates up to **250 guests**
- Offers **enhanced facilities** to ensure a smooth and respectful Prarthna
- Provides an **intimate environment**, ideally suited for prayers and reflection
- Subject to availability, the new area may be hired any day of the week
- The free **2-hour allocation** includes essential costs such as staff time, utilities, and stage/chairs set up and set down.

If additional time is required **outside of the 2 hours** (e.g. for set up or meet and greet), please confirm this on booking so that the appropriate charges are applied to avoid additional surcharges after the event.

## Sports/Main Hall Option.

- If a larger space is required to accommodate more than 250 attendees, the Sports Hall can be booked, subject to availability.
- The Sports Hall is available for use from **Friday through Monday**, subject to availability.

## Booking & Payment Security

- At the time of booking, a **credit card number will be required** as a security measure.
- This will only be charged in the unlikely event that additional costs are incurred; these include damages, or exceeding the allotted time of 2 hours - e.g. covering staff, utility charges, and set up for upcoming hall use.
- **Any exceptions to the above policy require approval from the Navnat Executive Committee.**

To check availability and make a booking, please visit [hallbookingonline.com/navnat](http://hallbookingonline.com/navnat) and complete the necessary form. **Please only contact the Navnat Centre administration team if you are unable to access the booking system.** At the time of booking, please also provide the NVA Life membership number of the deceased (this can be obtained from the Membership Secretary if not readily available).

## Non-life members or non-Navnatees

- Charges apply for use of the Navnat Facilities for those whose bereaved member was not an NVA- life member.
- A minimum hire of 2 hours applies, and charges vary depending on the required day, time of booking and facilities needed (see table below).
- A **credit card number will be required** in advance of booking to pay for the hall hire and any additional charges that are incurred.

To check availability and make a booking, please visit [hallbookingonline.com/navnat](http://hallbookingonline.com/navnat) and complete the necessary form. **Please only contact the Navnat Centre administration team if you are unable to access the booking system.**

## Charge Schedule

Prarthna Sabha at Navnat Centre	Capacity	NVA Life Members	Non-NVA Life Member/General Public (Minimum 2 hour hire)
New Build area (Available 7 days a week, subject to availability)	<b>Up to 250</b>	2 hours complimentary hire - <b>£100 per hour thereafter</b>	<b>£250 (covers 2-hour hire)</b> <b>£125 per hour thereafter</b>
Main Hall (Available on Friday through to Monday, subject to availability)	<b>More than 250</b>	2 hours complimentary hire - <b>£125 per hour thereafter</b>	<b>£300 (covers 2-hour hire)</b> <b>£150 per hour thereafter</b>

**Please note that for the family of a deceased life member, the complimentary 2-hour period includes setup time for both the family and musicians. If you feel you need more time, please book additional hours, as needed.**



# Prarthna Sabha Guidelines



TO RESPECT THE SOLEMNITY OF THE OCCASION, PLEASE FOLLOW THE BELOW

- ❖ **Respect Seating Arrangements** – Kindly be mindful of reserved seating for immediate family.
- ❖ **Keep Aisles Clear** – Avoid blocking walkways to ensure smooth movement and to comply with Health and Safety Executive (HSE) guidelines.
- ❖ **Mobile Phones on Silent** – Please switch your phone to silent mode to avoid disruptions.
- ❖ **Maintain Silence** – Kindly remain quiet during the Prarthna.
- ❖ **Greet with Sensitivity** – When offering condolences, please keep conversations brief and bhetwanu (hugs) to a minimum to maintain the queue's flow.
- ❖ **No Standing Conversations** – Please refrain from talking in the hall after the Prarthna Sabha.
- ❖ **Lend a Hand** – Please support our staff and volunteers by vacating on schedule and stacking the chairs (max 8 high) after the Prarthna Sabha.



Thank you for your understanding and cooperation.

