



# Ramgarhia Sabha Reading



A CIO Charity

Office @ Ramgarhia Sikh Centre

234 London Road, Earley, Reading, Berks. RG6 1AH. Mob: 07484 884571 Tel: 0118 926 5432. Email: [rsr@khalsa.com](mailto:rsr@khalsa.com)

Sponsor's Full name:

Address:

Mobile number/s:

e mail:

**NO BOOKING IS CONFIRMED UNLESS THIS FORM IS COMPLETED AND CONFIRMED IN DIARY – AND AGREED ADVANCE PAYMENT OF Min £51 is made.**

Reason Programme being booked and full names/message for Ardas purposes

Day, Date and time:

Number of family guests expected (plus local sangat of about 50):

### Please check with the sponsoring family and confirm.

1. All guests and children to maintain Gurdwara ambience at all times during the programme
2. Parshad making
3. Ramala set service from stock/please choose
4. Streaming Required? Zoom and Facebook link
5. Extra parking in the Mosque/confirmed?
6. Langar Seva (liaise with Kitchen Lead SKS)
7. Langar (basic langar of Dal Sabji and Parshada Salad and sweet. Cook in RSR or outsource
8. Sponsor family to help in preparation of langar the day before
9. Bring morning tea snacks
10. No flowers or any displays in Darbar Sahib at all
11. Final clean to be done by the sponsor family or pay for a cleaner
12. Marquee required?
13. Others:

Sukhmani Sahib Path or Bhog Sewa by: Yes or No

Kirtan (in house Jatha or invited by the sponsors) Jatha must complete programme with Ardas

Ardas (if inhouse or jatha is doing kirtan):

Charges agreed (langar purchase etc costs extra direct by family):

Communicate messages of Donations for (projects include, rear extension, shed relocation, fence wall, cleaning costs, security/cctv costs, Punjabi school costs, Utilities, etc)

Any additional costs applied ie outside Giani Jatha etc

Gift aid form signed? Informed treasurer of the final costs agreed?

### Sponsors to do list on the Langar sheet below.

ALL SPONSORING FAMILY TO OBSERVE HYGIENE, HEALTH AND SAFETY AT ALL TIMES, COMPLY WITH NOTICES

Form sent to MC on diary invite and copy to sponsor?



# Ramgarhia Sabha Reading

A CIO Charity

Office @ Ramgarhia Sikh Centre

234 London Road, Earley, Reading, Berks. RG6 1AH. Mob: 07484 884571 Tel: 0118 926 5432. Email: [rsr@khalsa.com](mailto:rsr@khalsa.com)



## RSR Charges for all Services (Please note: All fees are subject to change at any time)

Charges are for the religious services only and DO NOT include Langar costs unless otherwise agreed.

All services conducted in accordance with Sikh Rehat Maryada, and/other accepted regulations by RSR Trustees.

A Langar estimating sheet is provided/available, further guidance from the Langar Sevadars.

Prayer Hall has capacity limits until further notice, speak to management for details.

**All fees are payable to RSR who then pay any service providers.**

RSR Events "**Guide**" min Fee/Charges from 1<sup>st</sup> July 2023 (**up to 100 people**)

	Booking Day:	Sunday;	Other days.
1. Sunday Diwan fee Incl Kitchen use		£251	£351
2. All Day seva including Kitchen use		£351	£451
3. Extra Sukhmani Saheb fee if required		£65	£80
4. <b>Special Kitchen use only fee when no booking</b>		<b>£100</b>	<b>£200</b>
5. Complete Diwan with Sahej Path (Langar extra)		£501	£601
6. Complete 3 day Akhand Path-(Langar extra)		£801	£1000
7. Kurmai Ceremony (Langar extra) subj to pathi fee		£301	£501
8. Small Wedding Function (Langar Extra) subj to pathi fee		£501	£701
9. Funerals fee " <b><u>Free</u></b> " except <i>Direct costs (eg simple langar £4-5/head)</i>			
10. <b>Sunday Diwan Packages: All Incl fee for 100 people</b>		<b>£750</b>	<b>£850</b>
11. <b>Mobile Palki Donation (plus charawa, <i>Pathi costs extra</i>)</b>		<b>£101</b>	
12. <b>Wed Satsang fees to be agreed with Trustee Lead.</b>			
13. <b>All other services required by Sponsors - charges to be agreed</b>			
14. <i>Non-Commercial Private Kitchen use to members only available under special conditions, including a deposit, charges by hour, damages, etc –</i> <b><u>Must be sponsored by a competent MC member and declaration to abide by all H&amp;S Notices/Regulations required.</u></b>			

### **Important Notice - IN THE SPIRIT OF SEVA:**

RSR expects the seva sponsor families to help in preparations and do all cleaning and washing afterwards and leave premises throughout in spotless condition. **Otherwise additional cleaning costs apply.**

SECRETARIES Tel; 07484 884571, email; [bookingsrsr@gmail.com](mailto:bookingsrsr@gmail.com)

**OR** visit rsr website @ link below.



# Ramgarhia Sabha Reading



A CIO Charity

Office @ Ramgarhia Sikh Centre

234 London Road, Earley, Reading, Berks. RG6 1AH. Mob: 07484 884571 Tel: 0118 926 5432. Email: [rsr@khalsa.com](mailto:rsr@khalsa.com)

## RSR LANGAR SEVA GUIDANCE NOTES

RSR ENCOURAGES THE PREPARATION OF HEALTHY SIMPLE NUTRITIOUS FOODS AT DIWANS

**RSR HAS LIMITS ON THE NUMBER OF ITEMS THAT CAN BE COOKED IN ONE LANGAR**

**Important Notice: All ingredients must be 100% vegetarian. Please ensure you read labels on any mixtures you bring, before use, to comply with this notice. Alcohol and smoking strictly forbidden.**

### Estimated Ingredient Requirements for about 100-125 people

Item	Quantity	Measure		Saag:	Karela:	
Daal	6	lbs	<b>Prashad Mix</b> (Sewa takers are encouraged to serve prashad at end of Diwan)  <b>1KG each of Butter, Suji and Sugar to make enough to serve about 100.</b>	15lbs Saag	15lbs Karela	
Veg	15	lbs		14lbs spinach	20lbs Potatoes	
Potatoes	15	lbs				
Yogurt	12	Pints		<b>Mixed Veg:</b>	<b>Chanas:</b>	
Boondhi	1.5	Packet		15lbs Mix Veg	4kg red/white	
Onions	20	lbs		10lbs Potatoes	Tomatoes puree	
Tomatoes	14	Tins			Potatoes	
Milk	6	Pints		<b>Aubergines:</b>		
Butter	8	Packet		15lbs Aubergine	<b>Peas:</b>	
Semolina, Suji	1	lbs		10lbs Potatoes	4kg peas	
Atta	10	Kgs			Potatoes	
Sugar	6	Kgs		<b>Cauliflower:</b>		
Oil	2	Litre	10-12 Cauliflower	<b>Paneer:</b>		
Salt	1	lbs	15lbs Potatoes	48pints milk		
Haldi	0.5	lbs	<b>SWEETS:</b>			
Masala	1	lbs		<b>Gajrela:</b>	<b>Kheer:</b>	<b>Vermicelli:</b>

**PLZ AGREE FINAL CHOICES WITH LANGAR/KITCHEN REPRESENTATIVE**

36lbs Carrot	36pints Milk	30 pints milk
2pkt Sugar	1.5lb Basam Rice	2pkt semiyan
1lb Almonds	1.5pkt Sugar	1pkt butter
2lbs Milk Powd		1.5pkt Sugar
4 pkt Butter		

**Food "SURPLUS" stocks at RSR can be used by Sewa takers with appropriate donations, please check before buying own.**

### Other Materials:-

Washing Up Liquid	for washing utensils
Sponges and scourers	for washing utensils
Toilet rolls	For use
Kitchen Rolls	For use
Soaps/hand wash	For use
Bleach	For use
Detergents	For use

### Cleaning, health and Safety, hygiene:-

Seva sponsors are requested to carry out as much of this Seva themselves as possible

AREAS:-	
Toilets;	All areas to be checked before start and cleaned at end
Kitchen;	Must be cleaned regularly and deep cleaned at end
Dirty Washing;	Inside and outside kitchen, waste disposal area
Langar Hall;	Must be cleaned regularly and deep cleaned at end of Diwaan
Diwaan Hall;	Must be kept clean and tidy at all times, especially at end of Diwaan
General areas;	Keep clean and tidy at all times, disinfect tables, etc
Outside Building;	Clean and tidy at all times, remove obstacles as required
Waste:	Must adhere to WBC processes in place

Tie and cover hair at all times, keep any loose clothing safely away from flames, wash hands regularly and between handling different foods, wear clean footwear, allow no children in to kitchen, mop-up spillages as they happen, use proper tools, take care when lighting up gas hobs, keep fire exits clear, do not block fire appliances, report any accidents or breakages or non-functioning equipment immediately, etc.

**DO NOT TAKE RISKS ASK IF UNSURE**

### Additional notes:-

Sangat are requested to abide by the established "Rules" and "Times" of the RSR programmes

If any issues please clear with General Secretary/President before implementing

Keys/Access to premises (when not open) can be gained by contacting appropriate Sewadars