



# 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?



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## RSR Charges for all Services

*(Please note: All fees are subject to change at any time, Kirtan Jatha fees often variable)*

Charges are for the religious services only.

**Langar menu ingredients purchased by Sponsors unless otherwise agreed.**

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

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

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

**RSR Events min "Guide" Fee/Charges from 1<sup>st</sup> Jan 2024 (for up to 100 people OR additional costs may apply)**

	Booking Day:	Sunday;	Other days.
1. Diwan fee (incl Kitchen usage + local Jatha)		£380	£480
2. Sukhmani Saheb Paths		£65	£85
3. All Day seva		£551	£651
4. <b>Basic Langar donation where 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)			£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. Langar Packages: All Incl fee for 100 people		£750	£850
10. <b>Mobile Palki Donation</b> (plus charawa & any Pathi costs extra)			<b>£101</b>
11. <b>Funerals: No RSR fee</b> [inform direct costs (Pathis, Langar, etc)]			
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 – <b><u>Must be sponsored by a trained member and declaration to abide by all H&amp;S Notices/Regulations required.</u></b></i>			

### **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.

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



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## 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		15lbs Saag		15lbs Karela	
Veg	15	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>	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>	

<b>PLZ AGREE FINAL CHOICES WITH LANGAR/KITCHEN REPRESENTATIVE</b>				36lbs Carrot	36pints Milk	30 pints milk
				2pkt Sugar	1.5lb Basmati Rice	2pkt semiyani
				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.**

<b>Other Materials:-</b>						
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:-

<b>Seva sponsors</b> are requested to carry out as much of this Seva themselves as possible						
<b>AREAS:-</b>						
<b>Toilets;</b>		All areas to be checked before start and cleaned at end				
<b>Kitchen;</b>		Must be cleaned regularly and deep cleaned at end				
<b>Dirty Washing;</b>		Inside and outside kitchen, waste disposal area				
<b>Langar Hall;</b>		Must be cleaned regularly and deep cleaned at end of Diwaan				
<b>Diwaan Hall;</b>		Must be kept clean and tidy at all times, especially at end of Diwaan				
<b>General areas;</b>		Keep clean and tidy at all times, disinfect tables, etc				
<b>Outside Building;</b>		Clean and tidy at all times, remove obstacles as required				
<b>Waste:</b>		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**

<b>Additional notes:-</b>						
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						