

IMPORTANT INSTRUCTIONS TO BE NOTED WHILE BOOKING PARTIES IN CLUB PARTY HALL

Member's can book Party Halls as per following

- 1) Janak Hall for a party of Minimum of 300/400 persons and maximum up to 600 persons.
Lunch Timing 11 A.M. to 4 P.M. Dinner 7 P.M. to 11.30 P.M.

Note: Hall should be vacated within 1/2 Hrs. of the above timing.

- 2) Extra hall charges Rs. 1500/- per Hour for the Hall should be charged without providing F & B Services in the Party (Maximum 1 & ½ Hours) during lunch function only.
- 3) Rates for food served in Party hall as per printed menu.
- 4) Service charges and taxes (as applicable) will be charged extra.
- 5) Liquor can be served in Party Hall from Club only. No outside liquor is permitted in club. Advance information for booking of Club Liquor is required at least 7 Days before the date of function. Additional hall rent will be charged for parties with liquor for Janak Hall will be RS. 2500/-. No liquor service will be serving after 11.00 P.M.
- 6) In case of cancelation of the hall is utilized by other member on the cancelled date then 75% of booking amount shall be refunded else forfeited on the date of function. Catering Advance (100%) shall be refunded If the cancellation is made at least before 3 days prior to the function. Otherwise no advance will be refunded. If the cancellation is done on the day of the party then 40% catering charges will be levied on minimum guaranteed strength at time of booking.
- 7) D.J. / flowers / Balloons decoration not permitted from outside and is to be done at additional charges by authorized contractor approved by the club minimum 7 days before the function and full payment is to be made before the function.
- 8) D.J. will be stopped at 3.00 P.M. for lunch and 10.30 P.M. for Dinner.
- 9) No leftover food can be taken home by the people booked the party.
- 10) Food can be served to the extra guests as per the rates settled with the party per plate and full payment made to the caterer or providing food to the extra guests max up to 15% of confirmed guarantee.
- 11) Catering advance for Janak Hall of Rs. 10,000 shall be deposited at the time of booking of the Party Hall. Bill of Minimum guarantee of members shall be paid 100% before the starting of the function and final bill will be cleared immediately after party is over.
- 12) Breakages of Crockery, Flower pots, cutlery and damages to the functions, fitting and hangings will be made good for the members booking the party.
- 13) Rates and menus can be changed without notice however menu notified or settled with the member within one week of the day of the event will considered as final.
- 14) No Hawan or other such ceremony is permitted in the Party Hall.
- 15) No booking will be confirmed unless the full booking amount as per above is paid.
- 16) In case of cancellation by club authorities due to unforeseen circumstances and natural calamities full booking amount shall be refunded.
- 17) Standard furniture and tables layout is provided in Partys. For any additional / special requirement the hiring charges for arranging extra items from tent house etc. Shall be borne by the member / booking party.
- 18) Every care is taken to avoid double booking on the same date however in case of double booking on the same date due to any reason. Member whose booking done on earlier date shall be entitled for the hall other member's payment made for the purpose shall return it full.
- 19) No extension shall entertain for timing for Dinner permitted.
- 20) D.J. Bar & Dinner Timings will be strictly followed.
- 21) Management will not be responsible for any loss or theft of valuables belonging.
- 22) Parking of vehicles at Bali Parking at owner's risk management is not responsible in any way.
- 23) Management is not accountable to power failure due to technical reason.
- 24) Please take care of your personal belongings and valuables; club shall not be responsible in any way.

Date _____

Signature of the Member/ Guest