

Date: _____.

The Administrator,
Ranchi Gymkhana Club,
Dipatoli,
RANCHI.

Dear Sir,

It is requested to book the Air-conditioned **MULTIPURPOSE HALL** for a function as per following details:

DATE OF FUNCTION	:	_____	TIME	:	_____
BOOKING: From	_____	to	_____		
	(Date)		(Date)		
NATURE OF FUNCTION:	_____.				
BOOKED IN FAVOUR OF:-	<input type="checkbox"/> SELF	<input type="checkbox"/> DAUGHTER	<input type="checkbox"/> SON	<input type="checkbox"/> OTHERS (Specify): _____	

I agree to abide by all the terms and conditions of booking as per RGC Rules & Regulations and in acceptance thereof I sign the same herewith (attached).

I, hereby, deposit a sum of Rs. _____ (Rupees _____) as per Clause 'B' of the terms and conditions.

Kindly mentioned the name of the person for the refund cheque of security deposit _____.

Thanking you,

Yours faithfully,

NAME OF MEMBER: _____

Membership No. : _____

✓ _____
Signature of Member.

===== **FOR OFFICE USE ONLY** =====

Booking approved as requested. Please accept the charges and confirm booking to the party. Cheque for refund amount, if applicable, to be issued in the name of _____ (Cell phone no: _____).

(Administrator).



DECLARATION

I, _____ (Name), Membership No: _____, hereby, declare that I have booked the _____ facility from _____ to _____ for the purpose of marriage/any other ceremony.

In case of cancellation of the above booking on or before _____ (Date), I will be liable to pay Rs. _____ or _____% of the booking amount as per existing Rules & Regulations of Ranchi Gymkhana Club.

I, hereby, ensure that except flower-work **no** other decoration will be done or **no** additional light arrangements other than provided inside the Multipurpose Hall will be done. Further, I again ensure that Carpet will not be used on the floor of Multipurpose Hall.

I, further, undertake to keep the Club indemnified against damage or loss caused to the Club property during my occupancy. If any such damages are done during my booking of the Multipurpose Hall, the Club has the right to penalize me.

Name of the Member _____

Signature : _____

Membership No: _____

Date: _____



RULES FOR AIR-CONDITIONED MULTIPURPOSE HALL
IN ADDITION TO THE RULES AS PROVIDED IN THE FORM.

- No outside decoration within the Air-conditioned Hall as well as corridor is allowed. One can decorate the Hall with the flowers, but without using of nails and stick items like adhesive tapes etc.
 - The electrical decoration will get done by the user **by our designated decorator M/s. Globe Electric Company (Ph: 9835192322, 8877066800) only. Other electrical decorators are not permitted to do the work.** The approx. cost of electrical decoration will be Rs.50, 000/-. Additional requirements will cost extra.
 - Burners / Ovens / Tandoors are strictly prohibited inside the AC Hall. Only pre-cooked, ready-to-serve Snacks are allowed for serving within the Hall. Likewise, readymade Coffee and Teas can be served within the AC Hall.
 - Chewing / spitting of Pan, Pan Parag, Tobacco and allied products are not allowed within the Multi-purpose Hall.
 - Carpeting / any type of tent work is not allowed except display of Sofas, Chairs, Tables, etc.
 - For serving the ready to eat food item within the premises, one can use trolley duly covered wheels with rubber. Without rubber wheel, trolley is also not allowed.
 - No painting / disfiguring on walls of AC Hall, corridor, green-rooms are allowed. In such event, one has to bear the entire cost of painting of that particular area.
 - In case of any damage, cost of such damage to be brought back the premises into the original condition will be borne by the user.
 - Safety of belongings / valuable belongings related to the user will be the prime responsibility of their own. Club will not be responsible for any such type of losses.
 - Display of articles during the function / event should only be in the designated locations which can be informed by the Administrator on enquiry.
 - Loud speaker is strictly prohibited. Audio system within the limited volume which will not disturb the peace of the public standing surrounding the AC Hall. As per the rules and regulations audio cannot be played beyond 11:00 PM.
 - The power to Air-conditioners shall be disconnected automatically at the closing time. Only limited lights will be provided for closing work.
- Generator: Beyond the sanctioned load, extra power requirement will be arranged by the user. Generator provided for 8Hrs only, extra hrs will be charge extra.
- Green-rooms will be provided on chargeable basis for party bookings.

The Rules & Regulations given in the booking form, also, are to be followed strictly.

Accepted,

Signature : _____

Name of Member: _____

Membership No: _____

Mobile No: _____



**TERMS & CONDITIONS
FOR BOOKING OF MULTI-PURPOSE HALL, OLD, NEW & BOTH**

A. Charges:-

Sl.No.	Description	For non-members by member & For member (Rs.)	GST (As applicable)
FOR MARRIAGE:			
1	Rental for one day (marriage day).	1,75,000.00	+ GST
2	<u>Green Rooms at Multipurpose Hall:</u> (a) Two Rooms at AC Multipurpose Hall & Non-A.C hall on complimentary basis on the function (marriage) day only. (b) If required, two other rooms at the Club Guest House would be provided on chargeable basis; but subject to availability.		
3	Additional per day charges for decoration/tentage. Both halls	5,000.00	+ GST
4	Following day free for cleaning.		-
5	Cleaning charges if not cleaned by member.	5,000.00	+ GST
6	Godown charges per day for decoration, if not lifted next day.	5,000.00	+ GST
7	SECURITY DEPOSIT FOR ADHERING TO CLUB'S RULES REGARDING PLAYING OF FIRE-WORKS.	25,000.00	-
FOR PARTY, SEMINAR, and MEETING & CONFERENCE: (No complimentary Rooms).			
8	a) Rental for one day	1,30,000.00	+ GST
	b) Additional charge for decoration (if required) per day.	5,000.00	+ GST
	c) Following day of function free for cleaning.	-	-
	d) Cleaning day charges (if not cleaned by party the next day).	5,000.00	+ GST
GENERATOR	Description	Rate(Rs)	Extra Hrs. (Rs.)
	For Air-conditioner for 8 (Eight) Hours.	20,000.00	2500.00/Hr. + GST
	For Lighting inside the Hall for 8 (Eight) Hours	12,000.00	1500.00/Hr. + GST

B. Total amount to be deposited in advance. Charges as per nature of booking + deposits on account of decoration, cleaning, go down, security deposit against adherence of Fire-works Rules of RGC (refundable) + taxes.

C. If the cleaning is done by the party within 24 hours after the function, Rs.5000/- will be refunded else Club will get it cleaned and the amount so deposited for cleaning will not be refunded.

Relevant Terms & Conditions for Multi-purpose Hall when booked for marriage:-

D. Dangerous Fire-works like Rockets, high volume sound bombs, falling-fire pieces from above are not allowed in the Club campus. **Rs.25,000/- will be charged as penalty if the above conditions are violated.** In addition, an undertaking to abide by the Club's rule in this respect has to be given in writing. **Also Rs.25,000/- will be charged as penalty for firing from any kind of lethal weapon on the club premises..**

E. Corkage charges will be levied as detailed below:-

Rs.500/- per bottle flat, if liquor is provided by party. No bottles will be served at the table. If liquor served by Club, it will be charged peg-wise at Club rate. Drinks will not be served after 12:00 PM as per Law.

F. Cancellation charges: The following percentage of deposit will be deducted as cancellation charges + GST as applicable, if the booking is cancelled:-

For Party/Seminar/Conference:

- 10% minimum cancellation charges.
- 20% of charges if cancelled before 14 days including day of booking.
- 40% of charges if cancelled up to 7 days including day of booking.
- 60% of charges if cancelled up to 2 days including day of booking.

For Marriage:

- **50% before 30 days.**
- **100% thereafter.**





Other Terms & Conditions:-

1. **Use of area:** Hall along with Lawn attached to the same.
2. **Lighting:** For lighting, & air-conditioner, the Club will provide Generator power (for 8 hours) inside the hall as per charges given above.
3. No Pandal should be erected in the Lawns, adjacent to Multi-purpose Hall for Parties / Seminars / Conferences / Hi-Teas. However, for Marriages, erection of Pandal is permitted. No structure is allowed to be erected on the Road/inside the Multipurpose Hall except flower decoration.
4. All kinds of Tentage and Electrical decoration works to be executed by Club registered vendors only. For details contact Club office.
5. **Facilities available:**
One room with outside space for cooking for outside caterers with water point; and **Two toilets along with all fittings and fixtures.**
6. **Parking:** Parking is allowed only on the concrete road in front of Multi-purpose Hall.
7. Playing of Band/Music and Dancing is allowed only on the concrete road in front of the Hall and at no other place on the Club campus. Rs.5,000/- will be charged as penalty if the playing of Band/Music is done on the other places.
8. The Hall along with all fittings/fixtures and properties and adjoining areas should be handed-over in fully cleaned condition and Handing-over Slip should be got signed by the Hall In-charge. In case of damage, cost as determined by the Administrator will have to be paid by the hirer.
9. Hirer to ensure that his Guest(s) does not enter the Club building unless accompanied by a RGC member.
10. **While playing music, the volume of speakers/sound system should be low and should not disturb the neighborhood. The timing of playing music is restricted till 10:30 PM only. Penalty for violation of rules will be Rs.1 Lakh.**

Accepted,

Signature : _____

Name of Member: _____

Membership No: _____

Mobile No: _____