

MINIMUM BILLING OF THE HALLS

HALL	MONDAY - FRIDAY (MORNING) - MIN BILLING	SATURDAY-SUNDAY (EVENINGS) - MIN BILLING
CRYSTAL LOUNGE - 1	DHS 5,500	DHS 7,500
CRYSTAL LOUNGE - 2	DHS 3,300	DHS 4,500
CRYSTAL LOUNGE - 1 & 2	DHS 8,800	DHS 11,500
UTSAL HALL	DHS 1,650	DHS 3,000
COURTYARD	DHS 1,000	DHS 1,500

BILLING CHARGES, INSTRUCTIONS & TERMS CONDITIONS APPLICABLE

- THE CHARGES ARE NOT APPLICABLE ON THE SNACKS PACKAGE
 - 0 – 5 YRS. – FREE OF CHARGE
 - 5 – 12 YRS. – 50 % CHARGE
 - ABOVE 12 YRS – FULL CHARGE.
- FINAL BILLS WILL BE PRESENTED TO YOU AT THE END OF FUNCTION & WILL HAVE TO BE SETTLED IMMEDIATELY BY CREDIT CARD / CASH.
- IF THE ACTUAL NUMBER OF GUESTS EXCEEDS THE GUARANTEED NUMBERS, THEN THE ACTUAL NUMBER OF GUESTS WILL BE BILLED TO THE MEMBER HOWEVER SHOULD THE ACTUAL NUMBERS OF GUESTS BE LESS THAN THE GUARANTEED NUMBER, THE GUARANTEED NUMBER OF GUESTS WILL BE BILLED.
- THE CLUB DOES NOT PERMIT GATHERINGS / PARTIES HOSTED BY UNLICENSED SOCIAL CLUBS, ASSOCIATIONS AND ALUMNI'S.
- DURING THE PARTIES / FUNCTIONS, POLITICAL ACTIVITIES (INCLUDING POLITICAL / RELIGIOUS SPEECHES) WILL NOT BE ALLOWED.
- THE MEMBER NEEDS TO FOLLOW AND OBEY THE RULES AND REGULATIONS OF THE LAND.
- IN CASE THE MEMBER DOES NOT ADHERE TO THE RULES AND REGULATIONS OF THE CLUB, THE MANAGEMENT HAS GOT FULL RIGHTS TO CANCEL THE PARTY / FUNCTION BOOKING PRIOR TO THE FUNCTION OR ON THE DAY OF THE EVENT.

PROCEDURE FOR BOOKING THE HALLS RULES

- THE CLUB SHALL MAKE AVAILABLE THE BANQUET/ CONFERENCE HALL FOR THE USE OF THE CLIENT AND HIS GUESTS DURING THE MUTUALLY AGREED TIME PERIODS ONLY.
- THE CLIENT AGREES NOT TO PUT UP ANY DISPLAY MATERIAL IN THE PREMISES OF THE CLUB WITHOUT PRIOR WRITTEN APPROVAL FROM THE MANAGEMENT.
- THE CLIENT ASSUMES RESPONSIBILITY FOR ANY DAMAGES TO FURNITURE, FIXTURES AND EQUIPMENT. THE MEMBER IS LIABLE TO PAY FULL AMOUNT FOR THE SAME.
- THE PROPERTY OR PERSONAL BELONGING BROUGHT IN BY THE CLIENT AND / HIS GUESTS SHALL BE AT THEIR OWN RISK AND THE CLUB ASSUMES NO RESPONSIBILITY FOR THE SAFETY OR CUSTODY AT THE SAME.
- THE CLUB DOES NOT ACCEPT BOOKING FOR PRIVATE EXHIBITIONS.
- IN CASE OF ANY CLUB EVENT, BOOKINGS STAND CANCELED WITHOUT PRIOR INFORMATION.
- PARTY BOOKINGS WILL BE CONFIRMED ON PAYMENT OF THE ADVANCE AMOUNTS.
- THE ADVANCE AMOUNTS ARE THE MINIMUM BILLING CHARGES.
- THE ADVANCE HAS TO BE PAID WITHIN 24 HOURS OF TENTATIVELY BOOKING THE HALL OR THE BOOKING STANDS CANCELED. THE CLUB IS NOT OBLIGED TO INFORM OR REFER BACK TO THE BOOKING PARTY FOR SUCH CANCELLATIONS.
- MENU FOR THE PARTY BOOKED HAS TO BE CONFIRMED 96 HOURS PRIOR TO THE PARTY.
- CANCELLATION CHARGES:-
 1. 25% OF ADVANCE WILL BE CHARGED IN CASE OF CANCELLATION.
 2. 50% OF ADVANCE WILL BE CHARGED IN CASE OF CANCELLATION BEFORE 7 DAYS.
 3. 100% OF ADVANCE WILL BE CHARGED IN CASE OF CANCELLATION LESS THAN 7 DAYS.
- THE MEMBER BOOKING THE HALL HAS TO PROVIDE THE CLUB WITH A LIST OF GUESTS ATTENDING THE PARTY. ALTERNATIVELY, ALL GUESTS ATTENDING THE PARTY HAVE TO REGISTER AT THE FRONT DESK IN THE PRESENCE OF THE CLUB MEMBER.
- **TIMINGS** * FRI-WED- TILL 11.45 PM; TO VACATE THE HALL BY 12 MIDNIGHT
 1. FRIDAY ALL HALLS OPEN AT 10 A.M.
- **TIMINGS:**
 1. **Monday – Friday Till 11:45 PM ; To Vacate the Hall by 12 Midnight**
 2. **Saturdays & Sundays Till 12:15 AM ; To vacate the Hall by 12:30 AM**
 3. **Sunday all Halls Opens at 10 AM**
 4. **Lunch Parties to vacate the Halls by 4:30 PM**

COMPLIMENTARY

SMALL STEREO 6' ONE MICROPHONE WILL BE PROVIDED COMPLIMENTARY

EXTRA CHARGES

- NOTICE ON THE NOTICE BOARD (2 WEEK PERIOD) – DHS 750/-, CORDLESS MIKE – DHS 35/-
- NOTICE WITH BROCHURES AT THE RECEPTION (2 WEEK PERIOD) – DHS 1500/-
- EXTRA MICROPHONE – DHS 20/-
- MULTIMEDIA (WITHOUT LAPTOP) LESS THAN ABOVE ONE HOUR 275/-
- FLIP CHART PAPER – DHS 5/- PER PC; NOTE PAD + PENCIL / PEN – DHS 10/- PER SET
- CHARGES FOR EXTRA STEWARD – DHS 100/. PER STEWARD
- CRYSTAL MUSIC – DHS 350/-
- UTSAV MUSIC – DHS 275/-

I AGREE TO THE ABOVE TERMS & CONDITIONS. I WILL SETTLE THE BILL AT THE END OF THE PARTY.

MEMBERSHIP NUMBER

NAME OF THE MEMBER

SIGNATURE