

RIVERSIDE SPORTS & RECREATION CLUB

Regd. No. : S-28658

Club Avenue
Mayur Vihar, Ph-1 Extension,
Delhi-110091
Tel.: 8882887530, 22711857, 22714765,
Web : www.riversideclub.in
email id:- clubriverside@hotmail.com

FORM FOR BOOKING OF SPACE FOR FUNCTIONS

Member's Name : -----
M.NO. : ----- Mob. No. : -----
Member's Address & Phone No. : -----
: -----
Place Requirement for personal Function of
Member his or her Spouse or Dependants : (Yes / No)
OR
Required For Member's Guest : (Yes / No)
If yes, than Name Address & Phone No. Of Guest : -----
Phone No. Of Guest : -----
Place Required : (i) Party Hall (ii) Outside Space adjoined with hall
(iii) Lawn (Green Grass Area)
Date (s) on which required : ----- Duration -----
: Purpose for which required -----
: (Nature of Function)-----
Number of Persons expected to Entertained : Name of Host -----
Space Charges remitted : (i) Rs. ----- (ii) DJ Electricity Charges Rs. 500 (if played)
Security Deposit : Rs. 5000/- (Separate Cheque only.)

UNDERTAKING

I have read the operative Rules Governing the use of the club premises for function printed overleaf and I her by undertake to abide by them.

(Member's Signature)

DELARATION (To be signed if the Hall Space is booked for personal use of Member and his/ her dependant's)
I hereby undertake that the Party Hall is booked by me and I am the host of this function. Further this function is solely pertaining to me and my consisting self my spouse and dependants as shown by me in records of the Club. In the event, if it is found that I have given a wrong declaration than I shall be liable for feature of above of above stated security deposit and also any disciplinary action as deemed fit taken by the Management of the club.

Date -----

(Member's Signature)

(FOR OFFICE USE ONLY)

Received Rs. ----- (Receipt No. ----- Dated -----) being Space charges and Rs.5000/- (Received Yes or No) Security Deposit Cheque No ----- Date ----- Name of Bank -----

RULES AND REGULATIONS GOVERNING THE USE OF CLUB SPACE FOR FUNCTIONS

1. The space in the club function can be booked only by Member who is not in default of payment of any dues to the club.
2. Havens are not allowed in any of the place booked for function.
3. Use of Loudspeakers during function is strictly prohibited.
4. No Civil Band/Ghori / Doli Party or Gaslights will be allowed to be brought in to club compound.
5. Catering for all function in the club premise will have to be entrusted to the club Restaurant. No outside catering will be allowed.
6. All the time o booking the prescribed hire charges for the space and the Security deposit will have to be paid.
7. In case of cancellation of bookings refund will be made on following basis.
75% of the hire charge paid in advance will be refunded if the cancellation advice in writing is received by the Club at least three days in advance if the date of which the space is booked and 50% will be refunded in case of shorter notice then three days but up to one day in advance .Cancellation thereafter will entire the forfeiture for the entire hire charges paid at the time of booking .The Security Deposit will however be refunded in full in all cases of cancellation.
8. The club space will not be used for promoting private business.
9. No additional load on electricity supply will be allowed by way of extra illumination or use high power electricity gadgets for the function.
10. No vehicle will be allowed to be parked inside the club compound and all vehicles are to be parked outside at owner's risk.
11. Cleanliness should be maintained and no litter should be left behind in the space. Violation of this will entail punitive fine at the rate to be prescribe by the Managing Committee and will be deducted from the Security Deposit being recovered from the Member who has booked the space.
12. Serving of liquor if required will be done by the Club at the rate prescribed by the club Managing committee for parties after obtaining the required permission from the Excise Department. The cost of obtaining the permit and the licence fee etc will be borne by the Members booking the space. Serving of liquor without proper licence is strictly prohibited and in case of violation this regulation disciplinary action will be taken against the member who has booked.
13. The function should be conducted without causing any inconvenience to other members visiting the Club and proper decorum should be maintained

I undertake to abide by the above Rules & Regulations.

Date -----

(Member's signature)

M.No. -----

UNDER TAKING FOR BOOKING OF BANQUET HALL

I have read and understood the conditions for booking the Banquet Hall. I undertake to abide by the conditions mentioned in the Form and assure that damage shall be caused to the Hall in default of the same. I shall be liable for forfeiture of the Security Deposit Amount.

I am ready to pay the refundable enhanced Security Deposit amount of Rs. 10,000 as applicable w.e.f. 01.05.10.

STRICTLY PROHIBITED IN THE BANQUET HALL

No. Decoration, balloons, flowers, posters,, banners or any other material is allowed to be pasted/pinned/affixed on the Wall, roof, Windows, Doors or any other place in the banquet Hall.

Date: _____

(Member's Signature)

M. No. _____

Note :-

Banquet Hall users of the club are hereby informed to please exercise strict caution/surveillance that no unwanted/ uninvited guests are present in their party/event for Security purposes. Further more please be very vigilant about any valuables that you/ your guests may be carrying with them.

The Management of the club shall not be responsible in the event of any loss occurring during the party/ event.

(Signature of Member)

M.No.....

Note:-

Banquet Hall users of the club are hereby informed to please exercise strict caution /surveillance that no unwanted / uninvited guests are present in their party/event for Security purposes. Furthermore please be very vigilant about any valuables that you/your guests may be carrying with them.

The Management of the club shall not be responsible in the event of any loss occurring during the party /event.

(Signature of Guest)

Address : _____

Telephone No. _____