

Annexure-17

MINI PARTY HALL BOOKING FORM

Size: 28'8" x 19'4" or 555 sq foot

- Name of Resident making the booking: _____
- Building/Flat No. _____ / _____, Entry Pass No. _____ Tel. No. _____
- Name and address of person for whom the booking is made for: _____

- Relationship with person _____ Purpose for booking _____
- No. of approx. Guests _____ No. of days of booking _____
Name of Caterer _____ Name of Decorator _____

Timings: 9.00 am to 9.00pm

BOOKING CHARGES		
RESIDENT	CORPORATE	REFUNDABLE DEPOSIT
Rs.3000/- for Full Day	Rs.5000/- for Full Day	Rs.5000/-
Rs. 200/- per hour for coaching by resident*	Rs. 300 per hour for coaching by other than resident*	Nil

*If the hall is booked for full day, the space will not be available for coaching. To the extent possible, Coaches will be provided some alternative space.

- **5%** on applicable hourly rate for cumulative bookings of **10 hrs.** during each calendar month
- **8%** on applicable hourly rate for cumulative bookings of **20 hrs.** during each calendar month
- **10%** on applicable hourly rate for cumulative bookings of **30 hrs. or more** during each calendar month.

Booking of: Mr./Mrs. _____ for _____ days wef _____

Full Amount: _____ /- (Rupees _____)

Receipt No.: _____ Date: / /20 _____ (Cash/PO/DD) _____

BOOKING TERMS

The Mini Party Hall can be booked by any resident for self and all his/her blood relatives irrespective of the place where they reside as per the following terms and conditions:

Address

NRI Complex, Sector 54, 56 & 58, Nerul, Navi Mumbai-400 706.

1. Full amount payable along with the prescribed deposit amount is to be paid at the time of booking. Payment by cheque is subject to realisation. PO/DD to be made in favour of "Seawoods Estates Ltd".
2. Refunds/cancellations: The deductions for cancellations shall be as follows:-
 - a) Cancellation charges : 15% will be deducted
 - b) 2 days prior to the day of booking : 30% will be deducted
 - c) Previous day of the booking : 50% will be deducted
 - d) On the day of the booking : Full booking amount to be forfeited
3. Only one meeting table will be provided for Mini Party Hall booking.
4. Charges for use of additional lights is Rs.500/-. Use of halogens will be recovered based on usage 100/-per halogen per hour.
5. No other place/ premises or place shall be used by the resident/applicant or his guests except the Mini party hall. SEL reserves its right to take appropriate steps to enforce this condition.
6. Bursting of crackers and playing of Musical Band and Instrument are prohibited in the club premises or on the roads of the premises and the complex.
7. Cooking shall be carried out only at the designated area and nowhere else.
8. Pets are not allowed.
9. Cleaning must be done and the venue must be handed over in the same condition as it was handed over to you.

Resident/Applicant Certification:

I understand that it is IMPERATIVE that my clean-up crew will carry out complete site clean-up (including all trash removal, cigarette butts, decoration tear down, removal of nails, hardware, staples, breakdown and stacking of chairs, tables) after the event. If in the opinion of the SEL the venue is not cleaned as desired, I agree to pay Rs.1500/- to SEL towards cleaning charges in addition to other charges.

(_____)
Resident/Applicant

10. The music will be played within the decibel levels as prescribed by law. At **9.30 pm** music must be shut down. Party and all activities, including clean up shall curtail by 9 pm. This must be strictly observed. SEL reserves it right to shut off the music and or to disconnect the electricity in any such event of non-adherence.
11. Separate light connections shall be made for kitchen/catering area and all the lights shall be directed away from the residential building.

12. Serving alcohol will be subject to law and necessary permissions from the authorities. User/Resident shall be liable for any loss suffered by SEL because of non-adherence to this condition. User/Resident has a duty towards other residents and must respect their privacy and peaceful atmosphere even during the continuation of the event. Having loud, disrespectful groups or individuals will not be allowed.
13. **Damage/Cleaning/Security Deposit:** User/Resident to deposit a sum of Rs.5000/- as a security deposit, which covers damage, non-adherence to any of the booking terms and after-party clean up of the venue. The cost of any property damage done will be deducted from the deposit before refunded at the end of the Venue rental period. If damage occurs which is more than the security amount, User/Resident agree to repair/replace or to pay the cost thereof. This also includes any unfinished clean up (including cigarette butts), trash removal, decoration removal, or any other labour required to restore the property to its original condition as it was prior to the event. Adjustment shall also be made from the security deposit for any other amount due and payable.
14. A certificate/ confirmation from the Club Manager that all the terms and conditions (including timely closure of the music and other activities) were performed to satisfaction and that the lawn has been handed back in the original condition, is mandatory for the refund of security deposit.
15. Parking will be provided for a max of 35 cars only. Buses are not allowed inside the complex.
16. User/Resident shall be *responsible for the actions of his guests. SEL shall not be responsible for any damage caused to User/Resident or his guest, labour or property for whatever reasons.*
17. Capacity of Mini Party Hall is 40 guests, and parking capacity is for 35 vehicles. SEL facilities do not support crowds and vehicles above that number. Costs and property damage increase in direct proportion to the number of guests in attendance. Please be as accurate as possible when estimating the guest count so that the group may be properly accommodated.
18. No negotiation & No request to break the terms and conditions will be accepted.

The agreement is subject to any force majeure.

ACCEPTANCE: I/We understand the terms and conditions set forth in the agreement above and agree to the same.

Resident's/Applicant's Signature with date: _____

**Club House Manager
Recommended by**

**Authorized by
(Chief Estate Manager)**

**Approved By
(Director)**

