GARWARE CLUB HOUSE

Tel : 4332 33 33 / 4332 33 30 / 4332 33 75 • Email : info@garwareclub.com
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APPLICATION FOR RESERVATION OF BANQUET HALL

Appl. Form No : _____

Date : _____

Member/Associate Name _____ Mem/Asso. No. _____

Landline No. _____ Mobile No. _____ Email Id : _____

The Administration Executive,
Garware Club House,
Mumbai - 400 020.

I wish to arrange a Breakfast / Lunch / Tea Party / Dinner in the Banquet Hall, as detailed below :-

Payment of advance of ₹ _____ by Cash/Cheque No. _____ dated _____

₹ _____ by Cash/Cheque No. _____ dated _____

₹ _____ by Cash/Cheque No. _____ dated _____

Venue : Banquet Date of Party _____

Hall No. 1 _____ No. of persons _____ Timings : From _____ To _____

Hall No. 2 _____ No. of persons _____ Timings : From _____ To _____

Hall No. 3 _____ No. of persons _____ Timings : From _____ To _____

Hall No. 4 _____ No. of persons _____ Timings : From _____ To _____

Hall PPH _____ No. of persons _____ Timings : From _____ To _____

Sr. No.	Particulars	Rs.	P
1	Hire Charges		
2	Catering Charges only		
3	Cocktail Party Charges		
4	Corkage Charges		
5	Charges for Extra		
	Electricity		
	Video Shooting		
	Music System		
	Other Items		
6			
	TOTAL		

I agree that I will abide by the terms and conditions as specified on the reverse side of this form, Club House Memorandum and Articles Of Association, Rules and instruction and directions given by the Club Management from time to time.

Verified By	Booking Confirmed by	Signature of Member / Associate

Receipt No.	Date	Amount ₹	Sign of Staff
1			
2			
3			
4			

Bill No./ Reservation Cancellation Sheet No. _____

Date : _____ Initial : _____

P.T.O

GARWARE CLUB HOUSE

TERMS AND CONDITIONS FOR RESERVATION OF BANQUET HALL

1. Any Member/Associate wishing to make reservation of the Banquet Hall for Snacks / Lunch / Dinner / Party / Meeting should read the procedure and charges being levied by the Club House and then fill up the form well in advance, and pay hire charges in advance and pay the Catering Charges 15 days' before the date of the Party. In case the Party/Function to be held within the period of 10 days of booking full payment for Hire as well as Catering Charges to be paid in advance at the time of booking. The booking for the next year will commence from 1st February.

2. Charges for the Banquet Hall of the Club House are for three hours or any part thereof. If it is required for longer than three hours or any part thereof, further charges for every three hours will be levied. However, the booking rnay be extended for one hour on payment of prescribed charges for one hour on the same day, only if there is no booking for next session or previous session.

CANCELLATION:

3. **a) In case of Notice for Cancellation of Booking in writing duly signed by the Member is received within 30 days from the date of booking, the entire amount towards Hire Charges of booking shall be forfeited/charged.**

   b) In case of notice for Cancellation of Booking in writing duly signed by the Member is received between 31st day and 90 days prior to the date of booking, 50% of Hire Charges of booking will be charged towards cancellation.

   c) In case of Notice for Cancellation of Booking in writing duly signed by the Member is received, 90 days prior to the date of Banquet Hall booking (excluding the date of booking), full amount of Hire Charges will be refunded.

4. If the Party is delayed beyond 11.00 p.m. and is over before 12 midnight, Rs.3,500/- + Tax per Banquet Hall will be charged and in case, the Party is delayed beyond 12 midnight, the deposit of Rs. 4,000/- per Banquet Hall shall be forfeited, in addition to the charges Rs.3,500/- + taxes.

5. No Catering from outside sources will be permitted.

6. Members/Associates hiring Banquet Halls are not permitted to stick any papers, balloons, pictures etc, on the wall, ceiling or curtains. In case of any damage caused to the Property of the Club House, the Administration Executive will recover Compensation for such damages or disfiguration.

7. Members/Associates are not allowed to bring Dogs or any other types of Pets or Animals in the Club House premises.

8. **a) In the event of Test Match or First Class Cricket Match to be played at the Wankhede Stadium, reservation of Banquet Hall/s stands cancelled.**

   b) In case the Banquet Hall/s is/are required by the Club House for any function, event, the booking of Banquet Hall/s may be cancelled.

9. The vehicle/s of the visitor/s to the Banquet Hall will not be permitted to be parked in the complex of the Club House.

10. Members/Associates may be permitted to perform Marriage Ceremony including Havan/Pooja only in the Vessel provided by the Club House in the Banquet Hall.

11. Members/Associates organizing a Party/Function in the Banquet Hall/s shall make all the balance payment due on account of additional Catering Charges or any other charges before the end of the Party/Function.

12. The Members/Associates should ensure that the visits of their invitees shall be restricted to the Banquet Hall/s only and the said invites shall not move around in other areas/sections of the Club House or gather at the Reception area.

13. Playing Bands / Dhol in the Club House premises is not permitted. However, playing music including singing inside the Banquet Hall is permitted, provided it does not disturb others.

14. The prevailing Banquet Hall Charges/Menu Charges are subject to the revision from time to time by the Managing Committee of the Club House without any advance notice and they will be liable to pay the increase, if any, on the said Banquet Hall/Menu Charges for their above booking.

15. Prayer & Condolence Meetings are not permitted.