

The Secretary/President
KSSSBTGNSLtd.
A-131, Sector-36,
Noida-201 301
E-mail id- ksssbtgnsLtd@gmail.com
Samiti Website: www.ksssbtgns.in
Phone: 0120-4236979

Sub.: Booking of Hall /Rooms in the Community Centre of Sector 36/31

I wish to book Hall/Rooms/Lawn in the Community Centre of Sector 36 / 31 for myself.

Name:.....Membership No.....
Address.....Mobile No.....
Booking required for date/sFrom.....To.....
Purpose of Booking: Family programme /Religious /Social Others (Pl
pecify).....

Terms and Conditions for Booking the Community Centre Sec. 36/31

1. It is important to show your Payment-Receipt to the caretaker for taking charge of the booked portion on the day of the programme.
2. Please ensure **to check all the available/attached fixtures** in the Hall / Rooms. At the time of handing over back, the onus would be on you to get the same checked by staff and get a written O.K. from him. If any of these attached fixtures or any other item is found missing or damaged, the amount of such a loss – as fixed and decided by the *SAMITI*--will be deducted from the Security Deposit and if found to be more than the deposits, has to pay in cash..
3. **In case the function is for evening then the Hall will be given between 2.00 PM to 6.00 AM next day and in case the booking is for morning function, the Hall will be given at 8.00 AM to 1.30 PM. For full day booking 25% extra will be charged.** Please ensure to adhere to the timing so that the premises are cleaned and properly readied for the next-day booking. If not adhered to, *SAMITI* will be forced to get it vacated at their expense.

ROOM BOOKING TIMING:

- (I) Check in: 12.00 Noon Check out: 11.00 AM.
- (II) After check out time, 25% extra up to 3 Hour, 50% extra charge up to 6 Hour and 100% Extra charge for stay/occupation beyond 6 Hours. Room keys should be deposited the Office latest by 12 noon on the next day. Otherwise charge for full day will be payable.
4. The halls are meant for meetings / functions / celebrations only. **Mandap or any other activity involving fire is totally prohibited in the hall.** Open space should be booked for *mandap* or preparation of food and eatable items.
5. The electricity is to be used only for the electrical fixtures made available in the building. For other electrical items (like music-system, A/c etc), alternative arrangements has to be essentially made by the party on their expenses. **The power-supply can be cut, if one is found misusing the same apart from imposing the penalty as decided by the SAMITI. FIR will also be filed in violation of rules.**
6. **Party will arrange its own power source for lighting the area in & out the community centre. Only CNG OR PNG Generator allowed. This is in keeping with the hon.**

- Supreme Court's order on noise and air pollution. Any violation on this will invite penalty as deemed suitable by the SAMITI.
- 7 **It is very important that all the noise making instruments are used at low volume so that nearby residents are not disturbed or irritated. Further they are totally switched off at 10 pm as per orders of the hon. Supreme Court on this subject. Any violation on this count will be viewed seriously and suitable penalty will be imposed as deemed fit by the SAMITI.**
 8. **No alcoholic beverages would be allowed to be served in the premises even outside near the vicinity of Samiti's boundary, unless the requisite written permission is obtained from the Excise Department of U.P. Government and a copy of it is attached with the application for booking the Centre at least one week before the function date. Otherwise booking shall stand cancelled. It will be the responsibility of the booking person to ensure that all the rules and regulations towards serving and consuming of liquor are adhered to and case of violations of rules, FIR will be lodged against the person for whom premises is booked.**
 9. Firing of weapons / fire crackers are strictly prohibited during the entire period of function around the boundary-wall of the Community Centre.
 10. Defacing, pasting of hand-bills or spoiling of walls, furniture and fixture will be viewed very seriously and invite heavy penalty as deemed suitable by the SAMITI.
 11. **Front Gate** (facing C-Block) will be used by the Ground Floor and / or open space booking.
 12. The hosts/Guests will have to ensure safety of their belongings. SAMITI will not be held responsible for any loss on this count.
 13. The SAMITI shall not be held responsible for any loss or injury sustained by the members / family members / guests leading to temporally / permanent disability or causing death.
 14. Catering, tent-age, music system/DJ, decoration, lighting etc. shall be arranged by the party itself at their own choice. The contractors/caterer as well as the booking party must ensure that no unlawful activity is allowed in the premises.
 15. Halls are not to be used for sleeping purposes only rooms are allowed for sleeping of the guests/ party. Extra mattresses found in the rooms will be charged @ **Rs. 300/- per mattress.**
 16. **Cancellation charges for booking:**
 - a) More than 45 days: 10%
 - b). 10 Days or more than up to 44 days: 25%
 - c). 5 Days or more up to 9 days: 75%
 - d). Less than 3 days: non- Refundable
 - e). Security Amount paid will be refunded in full; However, GST charge paid will not be refunded.
 17. Samiti reserves the right to cancel the booking and forfeit the booking / security amount if any wrong / misleading / fraudulent information is provided by me. I also agree that the Samiti also reserves the right to cancel the booking in an unavoidable situation /circumstance beyond the control of the Samiti.
 18. **Blood Relation:** - Members of the Samiti are permitted to book Hall and accommodations on concessional rates for blood relations only which will include.
 - (A) Self.
 - (B) Parents.
 - (C) Sons and Grand Sons.
 - (D) Unmarried daughters, grand daughters including dependent widows and divorced daughters / sisters.
 19. Demand Draft/Cheque/cash for booking should be payable to "**K.S.S.S.B.T.G.N.S LTD.**"
 20. Guest may contact Care Taker **Mr. Ravi Singh** is mobile No. **7011217567**
 21. Samiti reserves the right to cancel the Booking in case false information is provided at the time of booking and forfeit the security deposits.
 22. D.J beyond 10 pm is Not allowed, also is not permitted out side of the Hall.

23. Any damage in Samiti area by the Caterer/Tentwala deduction cost + penalty may be deducted from the party Security amount.
24. Low frame burner are not allowed in order not to damage floor heavy penalty and cost of floor may be Recovered from the party.
25. Drinking Alcohol in the car parking area of the samiti and in side is totally prohibited, and offence Under the law.

Members and Non-members for booking hall and accommodations in CC-31 and CC-36 will be charged Rs.1500/-+gst extra towards cleaning and maintenance. Invitation card/proof to be attached with the booking request. Keys will be strictly provided only providing function invitation at the time booking or before taking keys of the said function from the Office. Members booking for hall also entitled to book the rooms, In case of hall booking get cancelled the room booking will also stand cancelled. The booking is subject to approval of Competent Authority and realization of Cheque, Food Licence of the caterer serving food in the function is must to be attached with booking form. Liquor Licence, Entertainment Licence (if to be used/performed during required to be submitted at the time of booking. Security Charge 10000/-for members & for Non- members 15000/- for Hall Booking (Amount Refund in 30 Days after this samiti not Responsible For security Amount Refund)

Security Charge 5000/-for members & for Non- members 7000/- for Rooms Booking (Amount Refund in 30 Days after this Samiti not Responsible For security Amount Refund)

Members & Non- members should be Carry original Receipt & Application at the Time of Refund.

Check list of Documents required at the time of booking

1. Food License of the Caterer.
2. Liquor and entertainment license, if being used/performed during function.
3. ID proof indicating the residential address of the booking person..
4. Certificate to the effect that only Silent Generator (if required) will be used.

Read and understood the Terms and conditions

Signature

For Office Use Only:

Booking 1 Days 1	Amount
Booking: G. F. Hall	@Rs. _____ 1__ 1 _____
F. F. Hall	@Rs. _____ 1__ 1 _____
Dormitory	@Rs. _____ 1__ 1 _____
Room No.1, 2, 3, 4, 5	@Rs. _____ 1__ 1 _____

Cheque/Cash/Draft. _____ **Total Amount** _____

Bank Name _____

Cleaning & Maint. _____

Dated _____

Security Amount _____

***GST @ 18%** _____

Grand Total _____

***In Case of Cancellation, GST Charges will not be refunded under any Cancellation**

BOOKING REQUISITION SLIP

1. **Name:**

2. **Address:**

3. **Purpose of Booking/Function:**

4. **ID Proof**

5. **No. of Guests/Persons Staying:**

6. **Requirement:**

7. **Date:** _____ to _____

Signature