



GARWARE CLUB HOUSE

Tel : 2285 44 44 * Email : info@garwareclub.com * Website : <http://www.garwareclub.com>

APPLICATION FOR RESERVATION OF BANQUET HALL

Appl. Form No : _____

Date : _____

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

Mobile No. _____

The Administration Executive,
Garware Club House,
Wankhede Stadium,
'D' Road, Churchgate,
Mumbai – 400 020.

Dear Sirs,

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

Herewith, I also pay an advance of Rs. _____ (Rupees _____)
by Cash/Cheque No. _____ dated _____.

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.

Venue : Banquet Hall ('B' Wing -2nd Flr)

Date of Party _____

Timings : From _____ To _____

No. of persons _____

| 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 | Audio Visual | | |
| | | | |
| | | | |
| | | | |
| | TOTAL | | |

Verified By _____

Booking Confirmed by _____

Signature of Member/Associate _____

| | | |
|----------------------|------------|-----------|
| Receipt No. 1. _____ | Date _____ | Rs. _____ |
| 2. _____ | _____ | Rs. _____ |
| 3. _____ | _____ | Rs. _____ |
| 4. _____ | _____ | Rs. _____ |

Bill No./Reservation Cancellation Sheet No. _____

Date : _____ Initial : _____

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 may please read the procedure and charges being levied by the Club House and then fill up the form well in advance, but not before 3 months prior to the month of booking and make the necessary reservations and pay hire charges in advance and pay the Catering Charges 10 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.
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 may 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.
3. The advance so paid may be refunded only if a member/associate gives a eight clear days Notice in writing of his intention to cancel his party/meeting to reach the office in time. Cancellations on the telephone are not accepted which may please be noted. Refund, if any payable by the Club will be paid by an Account Payee Cheque in favour of the member/associate making the booking which please note.
4. If a member/associate gives Notice in writing for cancellation within eight days but before 24 hours of the date of the Party, the Club House will levy Cancellation Charges of Rs.3,000/- and for Dinner Session Cancellation Charges will be Rs.5,000/- or as decided from time to time by the Club House.
5. If the Party is delayed beyond 11.00 p.m. and is over before 12 midnight, Rs.3,000/- + tax will be charged and in case, the Party is delayed beyond 12 midnight, the deposit of Rs.4,000/- shall be forfeited, in addition to the charges of Rs.3,000/- + taxes.
6. No Catering from outside sources will be permitted.
7. 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.
8. Members/Associates are not allowed to bring Dogs or any other types of Pets or Animals in the Club House premises.
9. In the event of Test Match or First Class Cricket Match to be played at the Wankhede Stadium, reservation of Banquet Hall stands cancelled.
10. 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.
11. Members/Associates are permitted to perform Marriage Ceremony including Havan/Pooja only in the Vessel/Furnace provided by the Club House in the Banquet Hall.
12. Members/Associates organizing a Party/Function in the Banquet Hall shall make all the balance payment due on account of additional Catering Charges or any other charges before the end of the Party/Function.
13. The Members/Associates should ensure that the visits of their invitees shall be restricted to the Banquet Hall only and the said invitees shall not move around in other areas/sections of the Club House or gather at Reception area.
14. Prayer & Condolence Meetings are not permitted.
15. The Member/Associate must bear in mind that 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.