



ROYAL CONNAUGHT BOAT CLUB

7/8, Boat Club Road, Pune - 411 001.

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PARTY ORDER FORM

NO. _____ BOOKING DATE : _____
PARTY DATE: _____ TIMINGS FROM: _____ TO _____

VENUE	CAPACITY	VENUE	CAPACITY
<input type="checkbox"/> Lagoon 30 (Max)		<input type="checkbox"/> Boat House - 35 (Max)	
<input type="checkbox"/> Conference Hall & Outside 60-75 (Max)		<input type="checkbox"/> Outside Conf. Hall - 35 (Max)	
<input type="checkbox"/> Terrace (100-150 (Max)		<input type="checkbox"/> Pool Side (200-250 (Max)	
<input type="checkbox"/> PoolView Conference Hall 100 (MAX)		<input type="checkbox"/> Half Pool Side (35 Max)	
<input type="checkbox"/> Board Room 30 (Max)		<input type="checkbox"/> New Conference Hall 50 (Max)	
<input type="checkbox"/> Pocha Hall 1 300 (Max)		<input type="checkbox"/> Pocha Hall 2 200 (Max)	
<input type="checkbox"/> Pocha Hall 500 (Max)		<input type="checkbox"/> Terrace 400 (Max)	

PURPOSE: Conference / Meeting/Reception/Birthday / Get Together / Other (No Religious Ceremonies allowed)

NAME OF MEMBER _____ **MEM. NO.:** _____.

EMAIL : _____ **TEL NO** _____ **MOBILE NO.** _____

NAME OF GUEST _____ **MOBILE NO.** _____

NO. OF PERSONS : _____ (Please refer Max Capacity given above)

VENUE CHARGES:Rs. _____ R.No. _____	} Advance PaymentMandatory for Booking Confirmation (No Ala Carte Menu)
CATERING ADVANCE Rs. _____ R.No. _____	

CATERING RELATED DETAILS & TIMINGS LIKE TABLES, TEAPOYS, CHAIRS ,GLASSES, BAR SERVICE

LUNCH / DINNER / SNACKS / COLD DRINKS:As per attached Menu details finalized by Caterers.

STAGE & OTHER REQUIREMENT(Chargeable) : _____

- Projector.- Rs. 1000/- Screen Rs. 500/- Podium Rs.500/- Music-System - Rs.1000/-
 P.A. System with 1 Mic Rs.1000 Extra Cordless /Mic Rs.1000/- Samai
 BAR SERVICE

I accept the above details / Terms &conditions overleaf (and the Undertaking attached)
I hereby authorize RCBC to prepare bill for the extension (more than booking hours made for any venue) of venue charges depending on availability in my favor.

Important Note –

- 1) Four Wheeler Parking without RCBC sticker will be outside club premises on weekends and club event days (Wed, Sat and Sun)
- 2) Poolside and Outside Conference hall will be covered from 5th June 2015 up to 20th Oct 2015.
- 3) State Excise liquor licenses required for all party using bar services outside bar

DISPLAY BOARD: _____
(Please give Short Write-up)

MEMBERS SIGNATURE _____ **Address :** _____

RULES OF PARTY BOOKING (Terms & Conditions)

- 1) Only members are entitled to book venues for parties.
- 2) **Venue charges to be paid in full at the time of booking which will not be refunded under any circumstances. In order to allow flexibility in booking of venue for parties, one change subject to availability of venue – in booking date to another date within 60 days from the initial date of booking is allowed in payment of 10% of venue charges extra along with applicable taxes at the prevailing rates as penalty**
- 3) Cancellation of the party must be notified at least 24 hrs in advance in writing to the Executive Secretary and to the Caterers.
- 4) **For catering, 75% advance to be paid at the time of booking on estimated cost. Only 60 % advance will be refunded towards catering advance paid, if cancellation is received at last 24 hours in advance, in writing.**
- 5) The party booking advance will not be refunded or adjusted for reasons beyond the control of the club (i.e. rain , riots , natural calamities ,Govt.orders etc.)
- 6) Food will be prepared for the no of buffets booked, even if actual attendance is less. Additional buffets will be charged if the attendance is more than ordered by the member.
- 7) Kindly inform the reception if catering service is not required to enable the RCBC housekeeping departments to make arrangements.
- 8) **Member or his guest must check the quantity of plates ordered and received, Complaints regarding the same will not be entertained later.**
- 9) Members must accompany his guest at the time of party booking and billing will be done in the member's name only. If required guest name may be added as 'C/O'.
- 10) Any other complaint will be entertained only from RCBC member in writing and member will be responsible for the behavior of his guests.
- 11) PA / DVD / LCD system and any other extra materials are available on chargeable basis.
- 12) Prevailing taxes applicable as per rules.
- 13) Permission required from Hon. Secretary / General Manager for decoration. Decoration if required should be carried out with in one hour prior to the booking time.
- 14) Member or their guests must vacate the club latest by 12 midnight.
- 15) Cost of damages to the club property by the guests will be debited to the member's account
- 16) Religious functions / ceremonies will not be allowed at any of the club venues.
- 17) Paan and Gutkha stalls / consumption is not allowed.
- 18) For booking of any venue managing committee's decision is final. Rates (Menu & Venue) are subject to change & shall be applicable prevailing as on the day of the party.
- 19) Only soft music is allowed in party areas till 10.00 p.m. only.
- 20) Charges for Veg.&Non-Veg Lunch/Dinner include 1 soup , 2 vegetables, 1 daal , 2 Indian breads , 1 rice , 1 raitha , 1 sweet , 1 Non-Veg (only for Non-Veg Lunch / Dinner)
- 21) The club & the Club Staff is not responsible for any valuables / cash lost or stolen in the club premises.
- 22) Any kind of decoration has to be done by Club approved Vendor

Undertaking

- 1) I have booked Party venue on _____ for _____.
- 2) I would like to play soft music during the function.
- 3) Please give your permission to play soft music from a.m./p.m. to a.m./ p.m. on _____
- 4) I promise that this will not be a nuisance to the other club members.
- 5) I promise it will be played at a low level
- 6) I promise that I will not play any cassettes of Super Cassettes Industries unless TPPL License is obtained.
- 7) I understand that I shall be exclusively responsible for the valuables, cash , any articles , documents etc. brought by me or my family members or my guests and that the club , the staff of the club or any member of the club shall not be responsible for any such valuable , articles , documents etc. lost /stolen or claimed have be lost / stolen in the club premise's. I further undertake to indemnify the club, staff of the club or any member of the club in the event, any of my family members or guests alleges or claims that the valuables , articles or documents etc. was lost or stolen in the club
- 8) I take responsibility of the consequences of non –obtaining TPPL license and will reimburse the cost in cash immediately
- 9) I am aware of and have gone through the clubs constitution, Byelaws, Rules, Regulations & Instructions prevailing as on date here off governing and affecting the parties to be hosted in the club premises, I undertake to abide by the same.

Members Name& No.: _____

Signature _____

OFFICE USE

Date of Order _____ Order taken by _____

Manager/Admin. Officer/ In charge _____

Remarks _____

Hon. Secretary / Executive Secretary _____

UNDERTAKING

I, the undersigned Member / Guest _____
of RCBC Mem'ship No. _____ Hereby undertake to follow club rules pertaining to
the party organized by me / my guest in RCBC as follows

1. No Playing of any loud Music / Musical Instrument is allowed or permitted in open area.
2. ONLY SOFT MUSIC is permissible which will be provided by club.
3. No Outside Contractors are allowed for any commercial activity in the club.
4. Strictly All decorations like flower arrangements, stage decoration & electric decorations etc will be done by club approved vendors only.
5. Party related Bills should be settled on the same day.
6. Venue is Given for four Hour Only except Pocha hall
7. Booking Confirmation is Subject to 100% Advance for Venue and 75% for Catering Subject as per guaranteed No's of Person , as per Capacity of Venue given in the party order form
 - a. NO AL-CARTE MAIN MENU IS ALLOWED FOR VENUE BOOKIN HOWEVER SNACK CAN BE ORDER IN AL- CARTE FOLLWED BY BUFFETS
8. I understand I am solely responsible for any such usage and I undertake to close the soft music, as per club rules latest by 10.00 p.m. A) I and my guest will not use any abusive language if any grievance.
9. Parking of Car without Car Sticker will not be permitted in the club premises(PARKING AT OWNER RISK)
10. Strictly Guaranteed nos. of Guest should be confirmed before two days prior to Party date Incase nos. of Guest increase Club will be not responsible for shortage of food or any allied issue.
11. 3% Admin charges will be applicable if payment is not made on or before last date of month.
12. NO ANY CANTEEN OR CSDLIQUOR ALLOWED IN THE CLUB PREMISES.
My Party is at _____ (The Name of Venue) at _____ (Time) on _____ (dated)
13. I know that No BAR SERVICE will be available at the venue booked.
14. Cousumption of liquor is at my own risk & cost.
15. I understand that the MAHARASHTRA STATE EXISE rules are applicable for _____ time to time and will abide by the same.
16. Outside liquor when brought in and where crockage is paid. Empty bottles be carried back.
17. No Hindi/ English film song will be allowed at venue Poolside and Terrace.

Signature of Member/ Guest

Approved / Not Approved.

Signature