



Mandakini House Scheme, Alaknanda, New Delhi-110019
 Phone : 26277072/73/74 Fax : 26272691 E-mail : jahanpanahclub@vsnl.net

PARTY BOOKING

Date

Name :

Membership No. :

Address :

Tel:Mob.....

To,

The General Secretary

Jahanpanah Club
 Alaknanda, New Delhi

Dear Sir,

I wish to book a party at Jahanpanah Club and shall be grateful if necessary permission is accorded and the arrangements made.

Requisite details are given below

Type & Occasion of Party (Please tick appropriate column)

Date of Function

BIRTHDAY LUNCH (12 Noon-3 pm.)

Time

ENGAGEMENT HI-TEA (3.30 pm-6.30 pm)

Approx. No. of Persons

RECEPTION DINNER (7.30 pm - 11 pm)

ANNIVERSARY DJ : Yes No

Venue Required :

OTHERS (DJ permitted up to 10 p.m. only subject to host obtaining prior police permission. DJ not permitted during months of Feb and March due to exams.)

BANQUET LAWN

PARTY IS HOSTED BY

L-20 Licence : Yes No

MEMBER RELATIVE OTHERS

- I undertake that for playing DJ Music I will obtain police permission for the same and submit to Club. I further undertake that I will not play DJ/Music beyond 10 p.m. under any circumstances as per orders of Court and neither I nor my guests will insist on playing DJ beyond 10 p.m. I shall be liable for disciplinary action under the Club Rules if found violating the Court Orders.
- L-20 Licence fee as per prevailing rates on actual basis will be charged from the host is to be deposited with the club office 10 days before the date of function .Only Club liquor will be served in the L-20 Licence venue. Under no circumstances the outside liquor will be brought in the Club premises. L-20.

Yours faithfully,

Terms & Conditions overleaf

(Signature of Member)

FOR OFFICE USE ONLY

Booking Charges Rs.....

Manager Catering

Receipt No. Date

Cash

Office

Cheque / Cr. Card No.

AMC Status

General Secretary

Approved/Not Approved

General Manager

TERMS AND CONDITIONS FOR BOOKING A PARTY

1. The Party should be booked at least 72 hours in advance. However request for L-20 Licence should be made at least 10 days prior to the function.
2. The Club shall NOT refund payment made for the L-20 Licence fee in case Party is cancelled.
3. 50% advance for catering will be charged.
4. Booking charges for the venue are payable in advance.
5. DJ/Lights music may be conducted with prior permission from ACP Licensing. DJ will be permitted upto 10.00 P.M. as per Supreme Court orders.
6. Full and final payments is to be made at the close of the party on the same day.
7. In case party booking is cancelled 50% of normal tariff will be charged.
8. Maximum of 20% guests in excess of the booking will be catered for. In case the number of guests increase more than 20% the Club will not be responsible to cater for them.
9. Breakage of crockery, glassware etc. will be paid by the Member booking the party.
10. The host is to be present till the end of the party and will be responsible for the conduct of his guests.
11. No left over food will be taken home by the host member.
12. Host is NOT permitted to bring any food items from outside for the party hosted by him/her.
13. Service of liquor will strictly confined upto 11.00 PM as per Excise Rules.
14. Extra payment for additional load for operating Electrical Games/Sodium/Halogen lights will be charged.
15. I undertake, that I will ensure vacation of the venue at the specified time.
16. In case any assistance is required, GM Office /Catering Manager may be contacted.

I agree to the above terms and conditions.

Date :

Membership No.

Signature of Member