

COMMUNITY HALL BOOKING FORM

Size: 50' x 29' or 1450 sq foot

- Name of Resident making the booking: _____ Tel. No. _____
- Building/Flat No. _____ / _____, Entry Pass No. _____
- Name and address of person for whom the booking is made for: _____

- Relationship with person _____ Purpose for booking _____
- No. of approx. Guests _____ No. of days and date of booking _____
Name of Caterer _____ Name of Decorator _____

**Timings: 9.00 am to 10.00 pm (full day)
6 am to 10 am on per hour basis and 6 am to 2 pm (first half day) and 2 pm
to 10 pm for second half day**

BOOKING CHARGES		
RESIDENT	CORPORATE & OUTSIDERS	Refundable Deposit
Rs.12000/- for 1 full day Or Rs.800/- per hour Or Rs.5000/- for first half day Or Rs.10000/- for second half day	Rs.15000/- for 1 full day Or Rs.1000/- per hour	Rs10000/-

Booking of: Mr./Mrs. _____ for _____ days wef _____

Full Amount: _____ /- (Rupees _____)

Receipt No.: _____ Date: / / _____ (Cash/PO/DD) _____

BOOKING TERMS

The Community Hall can be booked by any resident for self and all his/her blood relatives irrespective of the place where they reside as per the following terms and conditions: 1. Advance booking for half day is not allowed before 10 calendar days. Half day booking is not available for evening.

2. Full amount payable along with the prescribed deposit amount is to be paid at the time of booking. Payment by cheque is subject to realisation. PO/DD to be made in favour of "Seawoods Estates Ltd".

Address

NRI Complex, Sector 54, 56 & 58, Nerul, Navi Mumbai-400 706.

3. Refunds/cancellations: The deductions for cancellations shall be as follows:-
 - a) Cancellation charges : 15% will be deducted
 - b) 2 days prior to the day of booking : 30% will be deducted
 - c) Previous day of the booking : 50% will be deducted
 - d) On the day of the booking : Full booking amount to be forfeited
4. Only one meeting table will be provided for Community Hall booking.
5. Use of halogens will be recovered based on usage Rs.100/-per halogen per hour.
6. No other place/ premises or place shall be used by the resident/applicant or his guests except the Community hall. SEL reserves its right to take appropriate steps to enforce this condition.
7. Cleaning must be done and the venue must be handed over in the same condition as it was handed over to you.

Resident/Applicant Certification:

I understand that it is IMPERATIVE that my clean-up crew will carry out complete site clean-up (including all trash removal, cigarette butts, decoration tear down, removal of nails, hardware, staples, breakdown and stacking of chairs, tables) after the event. If in the opinion of the SEL the venue is not cleaned as desired, I agree to pay Rs.1500/- to SEL towards cleaning charges in addition to other charges.

(_____)
Resident/Applicant

8. The music will be played within the decibel levels as prescribed by law. At **9.30 pm** music must be shut down. Party and all activities, including clean up shall completed by 10 pm. This must be strictly observed. SEL reserves it right to shut off the music and or to disconnect the electricity in any such event of non-adherence.
9. Serving alcohol will be subject to law and necessary permissions from the authorities. User/Resident shall be liable for any loss suffered by SEL because of non-adherence to this condition. User/Residents have a duty towards other residents and must respect their privacy and peaceful atmosphere even during the continuation of the event. Having loud, disrespectful groups or individuals will not be allowed.
10. **Damage/Cleaning/Security Deposit:** User/Resident to deposit a sum of Rs.10000/- as a security deposit, which covers damage, non-adherence to any of the booking terms and after- party clean-up of the venue. Fixing nails on the walls is strictly prohibited. Full security deposit will be forfeited in case nails are seen on the walls. The cost of any property damage done will be deducted from the deposit before refunded at the end of the Venue rental period. If damage occurs which is more than the security amount, User/Resident agree to repair/replace or to pay the cost thereof. This also includes any unfinished clean-up (including cigarette butts), trash removal, decoration removal, or any other labour required to restore the property to its original condition as it was prior to the event. Adjustment shall also be made from the security deposit for any other amount due and payable.

11. A certificate/ confirmation from the Club Manager that all the terms and conditions (including timely closure of the music and other activities) were performed to satisfaction and that the hall has been handed back in the original condition, is mandatory for the refund of security deposit.
12. User/Resident shall be **responsible for the actions of his guests. SEL shall not be responsible for any damage caused to User/Resident or his guest, labour or property for whatever reasons.**
13. Capacity of Community Hall is 150 guests and parking capacity is for 35 vehicles. SEL facilities do not support crowds and vehicles above that number. Costs and property damage increase in direct proportion to the number of guests in attendance. Please be as accurate as possible when estimating the guest count so that the group may be properly accommodated. Buses are not allowed inside the Complex.
14. No negotiation & No request to break the terms and conditions will be accepted.
15. The agreement is subject to any force majeure.
16. ACCEPTANCE: I/We understand the terms and conditions set forth in the agreement above and agree to the same.

Resident's/Applicant's Signature: _____

Date: _____

Club House Manager
By
Recommended by

Authorized by
(Chief Estate Manager)

Approved
(Director)