

Annexure – 14.1

GUEST-HOUSE ROOM BOOKING FORM

Date: _____

- Name of Resident making the booking: -

- Building/Flat No. _____ / _____ Membership. No. _____ Tel. No. _____
- Name of person booking is made for: _____
- Photo ID of Guest: Passport/Driving License/Voter Card/Adhaar Card/PAN Card
- Name and Address of Guest for whom the booking is made for: _____

- Relationship with Guest: _____
- No. of Guests: _____

Booking Tariff

1. Guest Room: Rs.2000/- per room per day
2. Extra mattress: Rs.400/- per mattress per day
3. GST at actual will be applicable for above services

FOR OFFICE USE

Booking of: Mr. /Mrs. _____

For Room no: _____ for _____ days, from: _____ to: _____

Full Amount: _____ /- (Rupees _____)

Receipt No.: _____ Date: ____ / ____ /20 ____ (Cheque/PO/DD) _____

BOOKING TERMS AND CONDITIONS

The Guest rooms can be booked by any resident, subject to the availability and booking as per the following terms and conditions.

1. **Check in time: 12.00 noon, Check out time: 11.00 am**
2. Full amount payable along with the prescribed deposit amount is to be paid at the time of booking. Payments by cheque/PO/DD to be made in favour of “**Seawoods Estates Ltd**”. If cheque is dishonoured, Rs.500/- will be charged as Bank charges.
3. **Refunds/cancellations:** The deductions for cancellations shall be as under:-
 - a) Three months prior to day of booking: 10% will be deducted
 - b) One month prior to day of booking: 20% will be deducted
 - b) 2 days prior to the day of booking : 50% will be deducted

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Address

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

- c) Previous/on day of the booking: Full booking amount to be forfeited
4. The resident who is booking the rooms shall be responsible for the keys. The keys are to be collected/handed over during the working hours of the Clubhouse. If keys are not handed over in time, an extra day of booking will be considered.
 5. List of all guests coming inside the complex to be submitted by the applicant at the reception. Unauthorised person shall not be allowed to stay in the guest rooms.
 6. ID proof of any one guest of a room at the time of check-in is a must. If the resident is collecting the keys, the resident should provide the ID proof of the Guest.
 7. Guests are requested to leave their room's keys at the reception for housekeeping. **Housekeeping timings: 11am to 12 noon.**
 8. Linen shall be changed once in every 2 days for room bookings for more than a day.
 9. Tea/Coffee sachets will be replenished once a day.
 10. In case of breakage/loss of Guest room property, the resident who made the booking will be charged as per the prescribed amount. If the charges are not paid at the time of check out, the amount shall be added to the M&R charges of the resident.
 11. Pets are not allowed in the Guest room premises.
 12. Light music to be played inside the rooms is appreciated.
 13. Smoking inside the rooms is not allowed.
 14. **For residents, whose flat is under renovation:** With submission of renovation documents, a resident can book 2 rooms for Rs.1000/- per room per day, subject to minimum of 15 days. The rooms will be cleaned by housekeeping but services of change of linen and replenishment of drinking water/tea/coffee/toiletries shall not be provided by SEL. For the booking, separate booking form is to be used.
 15. Resident, who has made the booking, shall be responsible for the actions of his guests. ***SEL shall not be responsible for any damage caused by the resident and his guest, for whatever reasons.***
 16. No negotiation & No request to break the terms and conditions

will be accepted. The agreement is subject to any force majeure.

ACCEPTANCE: I/We understand the terms and conditions set forth in the agreement above and agree to the same and ensure that we will strictly adhere to discipline and integrity of Seawoods Complex.

Resident's/Applicant's Signature: _____
Date: _____

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**Recommended by
Club House Manager**

**Authorized by
Chief Estate Manager**

**Approved By
(Director)**

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