



FLUTE BOOKING FORM

Name of the Event		
Date and Day of Event:		
Start Time:	End Time:	Agreed Rental Fee:
Type Of Event:	Setup Type:	
Minimum Guarantee:	Booked By:	Membership No:

RATES

- Area rental of Rs. 25,000/- will be charged if booking is made for less than 100 /- persons
- Vegetarian Menu @ 1000/- Per person per head
- Non -Vegetarian menu @ 1200/- Per person per head

RATES FOR CONFERENCE/ SEMINARS @ 1500/- Per Person Per head

- Hall Charges Rs. 25,000/- if the number of persons less than 100.
- Early morning tea /coffee with cookies
- Lunch Veg /Non Veg
- Hi-tea with Cookies
- Audio visual will be charged extra
- In case of decorations cleaning Charges will be applicable Rs. 5000/- + GST

TERMS & CONDITIONS

- Reservations/ Bookings can be made by members, only for their immediate family [brother, sister, children, parents, grandchildren]. If found otherwise, this could be subject to penalty as decided by the Managing Committee. This condition is not applicable in conferences and seminars.
- 50% of the booking value has to be paid as venue confirmation advance within a day, failing which the Club is under no obligation to hold the venue.
- The balance payment towards minimum guarantee has to be deposited with the Club at least a day prior to the event date and extras, if any, to be settled before or immediately at the conclusion of the event.
- No tentative booking would be reserved for more than 24 hours, after which the tentative booking would stand cancelled.
- Food & beverage shall be served till 11:45 pm. Party time can be extended with extra service charges of Rs. 5000/- Per hour subject to maximum 2 hours i.e. till 2 am.
- In case of any damage to the property of RGC, the Client would bear the cost as fixed by the RGC Management and will be settled by the Client before the event concludes.
- Government Taxes and service charge would be charged extra as applicable.
- Cancellation of party booking should be intimated to the General Manager at least 48 hours in advance.



CANCELLATION NORMS:

You may cancel this agreement only upon giving written notice to us. Therefore, the parties agree on the following amounts to be paid by you to us upon notice of cancellation as per cancellation rules.

- Cancellation between date of signing and 2 days of the event; 50% Thereafter 100%
- If the party is cancelled due to any natural phenomena, no cancellation charges would apply.

FOOD AND BEVERAGE

- RANCHI GYMKHANA CLUB [RGC] will cater only to 15% additional persons over and above the number given as Minimum Guarantee. Exceeding the limit, RGC reserves the right to close the buffet. Fresh food may be arranged if possible, for which the Club may take the time required to re-lay the buffet (Min. 45 min.)
- Children will be charged FULL RATES.
- Jointly with Club representative, an authorised signatory from the organiser's team will count the plates and sign on the Control Sheet. However, in case of any increase in the number of guests over the guaranteed figures, the aforesaid signatory shall be informed from time to time.
- All beverages will be charged as per actual consumption or package rate.
- Occasional bar licence to be taken from Excise Department in case of bar setup.
- Rs.50/- (Fifty) per head per item will be charged extra towards Service Charges on extra items brought by the members.
- The Club shall allow only one welcome/information panel at the main gate of the club. Besides, panels on self mounted stands can be displayed around/near the hall/inside the hall without damaging any wall/ceiling/floor or obstructing any passage.

There should not be any damage done to the walls/ceiling, etc. by way of nailing, pasting or hammering. The carpet protector on the existing carpet shall be laid before the fabrication of stalls. No pasting should be done on the granite area or on the steps or on the existing carpet of the hall. All the safety steps including fire regulations as stipulated by the fire department shall be observed.

- You agree to begin your event promptly at the scheduled start time and agree to have your guests, invitees and other persons vacate the designated event space at the end time indicated on the final agreement.
- Smoking is not allowed at the carpeted venue.
- Music and DJs will only be allowed inside the hall until 10 p.m. Maximum decibel level of 65dB will be allowed, Music is not permitted in the open area.
- Light decoration of the venue can be allowed subject to Management approval. Light and floral decoration shall be executed exclusively by the respective Empanelled Vendors of RGC.
- Fireworks / Fire Crackers / Open Fire / Gas Blower / Sky Lantern / 'Fanush' (paper-made hot air balloon) are strictly prohibited anywhere in any of the Venues in the Club Premises.



EXTRA SERVICES AVAILABLE AT RGC

- Club music System will be available at an extra cost of Rs15000/-
- Electric heaters at a cost of Rs. 750/- subject availability. Sigr (coal heaters) are not allowed in any party premises of the club.
- Bar Tender service from the club will cost Rs. 2500/- Per bar tender subject to availability.
- Meals to the Driver(s)/Servant(s) will be served at a separate place on chargeable basis.

CLEARANCES AND PERMISSIONS

- All the requisite permissions from the local authorities for organising the event/programme shall be taken by the organisers well before the event and a copy of all these permissions to be submitted to the Club before the start of the event.
- Fire retardant material shall be used and all the safety precautions/guidelines issued by the fire department should be observed by the organisers.
- Please contact the Club at least one month prior to your event to review and confirm the details for your event, including menus, decorations, entertainment and beverage service. Upon review of your event requirements, Event Orders - EO will be sent to you to confirm all final arrangements and prices. These EO's must be signed and returned prior to the event and will serve as a part of this agreement.

VENUE TO BE RESERVED: _____

Name: _____ Mem No: _____

Telephone No: _____ Whatsapp No: _____

Signature: _____

RGC REPRESENTATIVE

Signature: _____

Date

Date
