



### **ARENA BOOKING FORM**

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

#### **UPSTAIRS**

- Minimum guarantee required 50 Pax.
- Rs. 25000/- will be charged if numbers of persons is less than 50.
- Outside catering is prohibited on the upstairs.

#### **ARENA GROUND FLOOR**

- The rental cost for the Arena Ground Floor is Rs. 1, 00,000/- plus GST. This includes access to the adjacent lawn, a fully air-conditioned ground floor, and tiered seating that overlooks the TURF.
- Rental fees will be waived if catering services are provided by RGC, with a minimum guarantee of 175 guests. (Catering options will be presented based on the selected menu.)

#### **ARENA EXTENDED LAWN**

- Extended lawn charges amounting to Rs. 75,000/- plus GST.
- Rental fees will be waived if catering services are provided by RGC, with a minimum guarantee of 150 guests. (Catering options will be presented based on the selected menu.)
- In the event that outside catering is utilized, a designated area will be provided for cooking. Please note that a cleaning charge of Rs. 10,000/- + GST will apply.
- Cleaning Fee: Rs. 7,000 plus GST (excluding the kitchen area).

#### **ARENA GROUND FLOOR AND EXTENDED LAWN**

- The rental fee for the Arena Ground floor and Extended Lawn is Rs. 1,75,000/- plus GST. This price includes the adjacent lawn, the Extended Lawn, the fully air-conditioned ground floor, and tiered seating that faces the TURF.
- Rental fees will be waived if catering services are provided by RGC, with a minimum guarantee of 300 guests. (Catering options will be presented based on the selected menu.)
- A minimum guarantee of 300 guests is needed to secure a reservation for the Arena and Extended Lawn.
- Cleaning Fee: Rs. 7,000 plus GST (excluding the kitchen area).
- In the event that outside catering is utilized, a designated area will be provided for cooking. Please note that a cleaning charge of Rs. 10,000/- + GST will apply.

#### **TERMS AND CONDITIONS FOR UPSTAIRS, ARENA GROUND FLOOR, AND EXTENDED LAWN.**

- Reservations for bookings are exclusively available to members for their immediate family members, which include their parents, siblings, children, and grandchildren. Any bookings made for others may result in penalties determined by the Managing Committee.
- 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.
- No tentative booking would be reserved for more than 24 hours, after which the tentative booking would stand cancelled.
- In the case of bookings for people other than immediate family, a request must be sent to the Managing Committee for approval prior to the booking.
- In case of any damage to the property of RGC, the member would bear the cost as fixed by the RGC Management and will be settled by the member within one week of the event.
- The floor protector should be laid before the fabrication of stalls. NO BLOCKING or tantage to be done in EPDM Track.



- Occasional bar licence to be taken from Excise Department in case of bar setup.
- For any party below 50 persons please contact General Manager for commercials.
- There should not be any damage done to the walls/ceiling, etc. by way of nailing, pasting or hammering.
- You agree to begin your event 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.
- The venue can be decorated starting at 11 AM on the event day and should be cleared by 11 AM the next day. Please be aware that a charge of Rs. 25000/- will be incurred if the venue is not vacated by the specified time.

In case of venue required in one day in advance additional per day charges for decoration/tantage Rs. 25000/- will be charge subject to availability of the venue

- Entry for the private party will be from Arena gate, if the member wants entry from main club entrance prior permission has to be taken.
- Music and DJ performances in the halls and open areas are allowed only until 10:00 PM (STRICTLY). The use of fireworks, firecrackers, open flames, gas blowers, sky lanterns, and 'fanush' (paper hot air balloons) is strictly forbidden in all Club venues. In accordance with club policy, a penalty of Rs. 25000/- will be imposed for any violations of this rule.
- Tentage will be allowed only by the club empanelled vendors.

**CANCELLATION POLICY:**

- You may cancel this agreement only upon giving written information to us. Any cancellation will attract charges as under.
  - *Cancellation between date of signing and 2 days prior to the event; 50% Thereafter 100%.*
  - If the party is cancelled due to any natural phenomena, no cancellation charges would apply.

**CLEARANCES AND PERMISSIONS:**

- All the requisite permissions from the local authorities for organising the event/programme shall be taken by the organisers before the event and a copy of all these permissions should 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.

**VENUE TO BE RESERVED:** \_\_\_\_\_

Name: \_\_\_\_\_ Mem No: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Whatsapp No: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**RGK REPRESENTATIVE**

**Signature:** \_\_\_\_\_

**Date**

**Date**