



RAJENDRA SINHJI INSTITUTE

**APPLICATION FOR BOOKING OF RSI MULTI PURPOSE HALL
(SANJOG)/ LAWN/ ANNEXE AND DANCE FLOOR FOR PARTY**

1. NO, RANK AND NAME OF OFFICER SEEKING PERMISSION/SPONSORED BY : _____
2. MEMBERSHIP NO : _____
3. ADDRESS WITH TELE NO/ *mob no* : _____
: _____
4. NAME AND ADDRESS OF SPONSORED PERSON : _____
: _____
5. PAN CARD NO : _____
6. DATE & DAY ON WHICH PARTY IS BEING ORGANISED : _____
7. TIME, HALL/DANCE FLOOR/LAWN : FROM- _____ TO- _____
REQUIRED (0600-1200, 1200-1800, 1800-2355)
8. OCCASION FOR WHICH PARTY IS BEING ORGANISED(MENTION RELATIONSHIP) : _____
9. APPROX NO OF PEOPLE ATTENDING : _____
10. PLACE WHERE THE PARTY IS TO HELD : SANJOG HALL/LAWN/DANCE FLOOR//ANNEXE
11. REQUIREMENT OF SOFT DRINKS : _____
12. CERTIFIED THAT I AM WILLING TO PAY ALL THE CHARGES AS APPLICABLE AS PER RSI RULES AND BYE LAWS IN ADVANCE.
13. IF THE BOOKING IS TO BE CANCELLED//POSTPONED, I WILL INFORM IN WRITING AND WILL PAY 15% CANCELLATION CHARGES.
14. I HAVE READ THE INSTRUCTIONS MENTIONED ON THE REVERSE SIDE OF THIS FORM.

Pune - 411 001

Dated - _____

(Signature of Applicant)

RECOMMENDED/NOT RECOMMENDED.

Dated - _____

(Asst Secy)

RECOMMENDED/NOT RECOMMENDED

Dated - _____

(Secy)

APPROVED/NOT APPROVED

INSTRUCTIONS

1. Sanjog Hall/Annexe/Dance floor/Lawn charges will be paid in advance at the time of booking
2. Catering, decoration and lighting charges will be paid at least 30 days before the function.
3. Once the strength for catering has been intimated at the time of making estimate, the same can not be decreased under any circumstances. However, the strength can be increased 48 hrs in advance from the date of party.
4. Not more than one video camera is allowed in the function.
5. Bursting of crackers in hall/lawn is not permitted.
6. Playing of civil band is not allowed in Hall/Lawn/ Dance Floor. However orchestra/ D. music is allowed upto 2200 hrs only.
7. Six hrs Booking will begin from 0600/1200/1800 hrs.
8. No eatables can be brought from outside for use in party.
9. Catering, Decoration, Lighting will be under taken by approved RSI vendor.
10. The damage (if any) to the property will be recovered in the final bill itself.
11. Any dispute regarding any services, will be settled by the members with the respective vendor at the end of function. If the bill has been signed after the function is over, it will be treated that there is no query/dispute and the bill is correct.
12. Members are requested to taste the cooked food and count the plates and Soft Drinks before the function starts. Member will also write his remarks regarding the food on the register maintained by the caterer.
13. Invitation Card for reception party will be handed over in this office at least 10 days in advance.
14. No left over food is permitted to be taken back by the members.
15. The members will make the final payment and settle all dues after the function is over with in 3 days. Or else, a penalty of Rs 1000/- will be charged by RSI.

UNDERTAKING BY THE MEMBERS FOR BOOKING OF MULTI PURPOSE HALL (SANJOG)/LAWN, DANCE FLOOR/ANNEXE

1. I have read all the terms and conditions for booking of Multi Purpose Hall (Sanjog Annexe/ Dance Floor and Lawn and certify that :-
 - (a) In addition to booking charges, Rs 1,000/- for conservancy/water and Rs 2,000/- for electricity for six hours and Rs 340/- per hour above six hours will be paid by me.
 - (b) It is certified that it is my function, for which all transactions and payments will be made by me /from my Bank account.
 - (c) All queries/differences will be settled by me alone and not by my dependents relatives.
 - (d) In case of any default/dispute on above function, my membership is liable to be terminated, without any notice.
 - (e) Music/Band/DJ/Orchestra etc will be used upto 2200 hrs only.