



CENTURY CLUB

No.1, Seshadri Road, Bangalore - 560 001.

Phone: 22214121 / 22215122 / 22214123 / 22214124 / 22211633 / 22273975 / 9611168361

Date:

APPLICATION FOR RESERVATION FOR PARTY HALLS

1. Name & A/c. No. of the Member	:	<input type="text"/>	<input type="text"/>								
2. Telephone No. / Mobile No.	:	<input type="text"/>									
3. Name of the Party Hall for Reservation	:	<input type="text"/>									
4. Purpose of Party / No. of Persons	:	<input type="text"/>	<input type="text"/>								
5. Date & Time Required	:	<input type="text"/>	<input type="text"/>								
6. Advance Paid towards	:	<table border="1"> <thead> <tr> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Party Hall Advance</td> <td><input type="text"/></td> </tr> <tr> <td>Food Advance</td> <td><input type="text"/></td> </tr> <tr> <td>Total :</td> <td><input type="text"/></td> </tr> </tbody> </table>		Particulars	Amount	Party Hall Advance	<input type="text"/>	Food Advance	<input type="text"/>	Total :	<input type="text"/>
Particulars	Amount										
Party Hall Advance	<input type="text"/>										
Food Advance	<input type="text"/>										
Total :	<input type="text"/>										
Cash / Cheque / Credit Card / Others											

Receipt No.:	Date:
--------------	-------

RULES AND REGULATIONS:

1. Reservation Charges

1.1 Reservation charges mentioned below have to be paid in advance.

Party Hall	Capacity (Max)	11.00 A.M. to 3.00 P.M.	Tick here (✓)	3.00 P.M. to 6.00 P.M.	Tick here (✓)	6.30 P.M. to 10.30 P.M.	Tick here (✓)
Nalwadi Krishna Raja Wadiyar Hall	300 persons	Rs.10,000/- Rs.2,000/- per extra hour		Rs.6,000/-		Rs.15,000/- Rs.2,000/- per extra hour	
Presidential Lounge	30 persons	Rs.2,000/-		Rs.1,000/-		Rs.3,000/-	
Sampige Village	100 persons	Rs.4,000/-		Rs.2,500/-		Rs.6,000/-	
Bright Lounge	20 persons	Rs.1,000/-		Rs.500/-		Rs.1,500/-	
The Terrace	40 persons	Rs.1,800/-		Rs.900/-		Rs.4,000/-	
Park View Lounge	25 persons	Rs.1,500/-		Rs.800/-		Rs.2,000/-	
Baritone	50 persons	Rs.2,000/-		Rs.1,500/-		Rs.4,000/-	

Other facilities:

Sl. No.	Facilities (Chargeable to each Session)	Hire Charges	Tick here (✓)
1	Empanelled Decorator (for charges member should confirm with Decorator)	-	
2	Empanelled Photographer (for charges member should confirm with Photographer)	-	
3	Mike charges for Wadiyar Hall	Rs.3,000/-	
4	Mike charges for other Party Halls	Rs.3,000/-	
5	Hire of LCD Projector & Screen	Rs.1,800/-	
6	Hire of Audio Systems, 3 pm to 6 pm	Rs.2,000/-	
7	Focus Lights (2 nos.) with separate switch	Rs.1,000/-	
8	Hire of Projector Screen, 3 pm to 6 pm	Rs.900/-	
9	Hire of Serial Sets	Rs.1,500/-	
10	Hire of Light Music (for all party halls)	Rs.3,000/-	
11	Hire of Stage	Rs.5,000/-	
12	Own decoration by the Host. Charges to Club	Rs.3,000/-	
Facilities Arranged by Host (Chargeable to each Session)			
1	Own photographer/videographer by the Host. Charges to Club	Rs.750/-	
2	For Birthday/Get-together outside entertainment equipments & accessories.	Rs.1,000/-	

Extra Light Charges Rs.

* Taxes are Applicable as per the Rules.

Penalty charges

- 1.2 The penalty clause is applied to Sampige Village & Wadiyar Hall. The penalty clause is as follows:
- | | |
|--|---------|
| If the party is reserved for 80 persons and exceeds more than 20% but below 100 persons | 1,000/- |
| If the party is reserved for 100 persons and exceeds more than 20% but below 150 persons | 2,000/- |
| If the party is reserved for 150 persons and exceeds more than 20% but below 200 persons | 3,000/- |
| If the party is reserved for 300 persons and exceeds more than 20% | 5,000/- |

(Signature of the Member)

(Signature of Party Hall Booking in charge)

(Signature of Steward in charge)

1.3 CANCELLATION OF RESERVATION :

Cancellation charges for Party Halls will be forfeited only on the rental charges and not on the advance paid for the food, which will be refunded fully in the event of a cancellation. The cancellation charges will be as follows:

- If cancelled 5 days prior to the date of the party – 25% will be forfeited
- If cancelled 4 days prior to the date of the party – 50% will be forfeited
- If cancelled 3 days prior to the date of the party – 70% will be forfeited
- If cancelled less than 3 days prior to the date of the party – 80% will be forfeited
- If cancelled same day of the party – 100% will be forfeited

1.4 Dress Code prescribed by the Club is applicable to guests also. Hawaii slippers or chappals/sandals without back strap are not permitted.

1.5 All Party Hall bookings will be accepted only on payment of the full rent of the Party Hall plus the food charges at the rate of Rs.250/- per head for the number of persons the Party Hall is booked for.

1.6 **Party Bills should be paid in full within 10 days of receipt of the Bill without fail.** The amount pertaining to the Party Bill will not be reflected in the Monthly Bills of the Members, Cheque/Cash pertaining to Party Bills should be paid separately.

1.7 For menu planning, members may contact the Canteen Supervisors & Managers/Accts. Manager/Receptionist, who will assist the members in this regard.

1.8 **No liquor from outside is permitted for parties.**

1.9 **Due to security reasons it is mandatory that a member at the time of booking a party should reveal to the office the nature of the function and disclose information regarding the visit of any VVIP's or any person having a high profile who is under security cover of any category (A-Z) and obtain prior permission from the Hon. Secretary. It is also mandatory to obtain prior permission from the Hon. Secretary to have TC/media coverage for the function. The Club reserves the right to take disciplinary action against the member concerned if the above procedure is not followed under any circumstances and refuse the booking of such function if necessary. In such case when the party is booked, separate arrangements shall be made by the member in respect of such security personnel or persons accompanying the VVIP's to cater to their requirements within the party areas booked by him and ensure that they will not disturb the other sections and the harmony of the Club.**

1.10 Taxes are applicable as per the Rules.

1.11 The Member should strictly close the party by 11 p.m.

1.12 The Hosting member should be present throughout the party and should personally sign the Party Bill.

1.13 The management will not be responsible for loss in the Club premises of any cash or valuables belonging to the members or their guests.

2. PARTY HALLS : PROCEDURE TO BE FOLLOWED FOR BOOKING :

2.1 Members who want to book Party halls for functions should apply to the Hon. Secretary in the prescribed form. These forms are available in the Office as well as at the Main Reception.

2.2 During Office hours the Members are requested to fill up the forms and hand over the same to the Office along with the cheque/cash for advance payment and obtain a receipt for the same. After office hours, they may give the form to the receptionist and obtain the receipt.

2.3 Party halls are not available for marriages, marriage engagement and receptions.

2.4 No decorations with flower, garlands or buntings, are permitted inside the Halls. Nothing should be pasted on the walls or grills of the windows. However, simple lighting of the area is permitted and the members are requested to take proper safety precautions regarding wiring and insulations.

2.5 Playing of music or Magic shows involving music or song/dance etc. are totally prohibited.

2.6 The charges/Terms are subject to change without notice.

2.7 Shifting of the Party halls during the Party hours due to rain or any other related reasons will be accepted only when it is approved by the Hon. Secretary and other Services before 24 hours from the date of party, failing which 50% of the respective cancellation charges will be debited to members Account.

2.8 The charges/terms are subject to without notice.

3. DELAY IN PAYMENT: If the Party Bills are not paid in time, the procedure prescribed under Rule 11.6 & 11.7 will be followed. For members attention Rule 11.6 & 11.7 of the Century Club Rules are mentioned below.

Rule 11.6 & 11.7:

11.6 The party halls of the Club shall be reserved by all categories of members except Short Term Temporary Members and affiliated members on such terms and conditions as decided by the Executive Committee from time to time.

11.7 A separate bill shall be raised for utilization of party halls within three days of such functions or parties. The members shall settle the said bill within ten days of its receipt. If not settled, the member's name shall be posted as a defaulter on the notice board. The Hon. Secretary shall notify such member intimating that credit and services are stopped forthwith and if dues remain unsettled in the next seven days, membership shall cease without prejudice to the Club's right to recover the arrears of due, with interest, costs and incidental expenses. The Executive Committee shall have power to make the party lounge of the Club available for use for special functions organized by all category of members except Short Term Temporary Members and affiliated members on such terms and conditions as may be decided upon by them. Executive Orders of the Committee from time to time with regard to collection of advance of such parties or functions have to be adhered to. All expenditure incurred towards postage and other expenses will be debited to the member concerned.

* The Party Halls reservation is as per the Rules and Regulations of the Club.

A/c No. :

Date : _____

(Signature of the Member)