



FOR *Darbar* ONLY

SHALIMAR BAGH CLUB

Managed by : *Shalimar Social Club Society (Regd.)*
 Regd. Off. : Plot No. 9, B-Block Community Centre, Club Road,
 Shalimar Bagh, Delhi-88 Tel.: 27484433, 27484434 Fax : 27484435

Guest Name
 Address

 Contact No.
 Booking Date
 To,

Member's Name
 Address

 Membership No.
 Telephone No.
 Booking Date

The General Secretary
 SHALIMAR BAGH CLUB
 Shalimar Bagh, Delhi-110088

PARTY BOOKING

1. I wish to book a part at the Shalimar Bagh Club *Darbar* (Community Hall) and request to grant necessary permission and the arrangements be made accordingly.

2. The detail are given below :

Date

Time { Lunch 11.00 A.M. To 3.30 P.M.
 Dinner 7.00 P.M. To 11.00 P.M.

LUNCH	DINNER
SELF	GUEST
VEG	NON-VEG
DELUXE	SUPER DELUXE

No. of Persons

Hall Booking Charges (Inclusive of Service Tax & Luxury Tax) ₹.

Receipt No.

Function Details

3. Extra Bookings for D.J., Flowers, Balloons, Liquor etc. shall be confirmed at least 7 days prior to the function on making the prior payment.

The final details regarding menu etc. will be intimated in due course at least 4 days prior to the function.

Note : I have understood the instructions given at the reverse of this form.

Thanking You,

Yours Faithfully,

(Signature of Member / Guest)

IMPORTANT INSTRUCTION TO BE NOTED WHILE BOOKING PARTIES IN CLUB *Darbar* HALL

1. Members can book *Darbar* Hall as per following :
Darbar Hall for a party of minimum of 200 persons
Note: Hall should be vacated within ½ hour of the function prescribed timings.
Extra hall time charges: ₹ 2000 per hour shall be Charged Without providing F & B Services in the hall (Maximum 1 hour)
2. Rates for food served in *Darbar* Hall can be obtained from Caterer.
3. Service charges and taxes (As applicable) will be charged extra.
4. Club Liquor can only be served in *Darbar* Hall. Corkage Charge would be extra. Corkage Charge for *Darbar* Hall is ₹ 4100 + Tax.
5. In case of cancellation if the Hall is utilize by other members on the cancelled date then 75% of booking amount shall be refunded else forfeited. Catering advance (100%) shall be refunded if the cancellation is made at least before 3 days prior to the function. Otherwise no catering advance will be refunded. If the cancellation is done on the day of the party then 40% catering charges will be levied on minimum guaranteed strength.
6. D.J. / Flowers / Balloons decoration not permitted from outside and is to be done at additional charges by authorized contractor approved by the club minimum 7 days before the functions at the booking counter in the basement. Details of charges are available at reception.
7. D.J. will be stopped at 3.00 P.M. for Lunch and 10.30 P.M. for Dinner.
8. No leftover food can be taken home by the people booking the party.
9. Food can be served to the extra guests as per the rates settled with the party per plate and full payment will be made to the caterer for providing food to the extra guests immediately after the function.
10. Catering advance of *Darbar* Hall ₹ 10000/- shall be deposited at the time of booking of *Darbar* Hall. Bill of minimum guarantee of members shall be paid 100% before the starting of the function and final bill will be cleared immediately after party is over.
11. Breakages of crockery, flower pots, cutlery and damage to the furnishings, fitting and hangings if any will be made good by the member booking the party.
12. Rates and Menus can be changed without notice however menu notified or settled with the member within one week of the day of the event will considered as final.
13. No Hawan or other such caremony is permitted in the *Darbar* Hall.
14. No Booking will be confirmed unless the full booking amount is paid.
15. In case of cancellation by club authorities due to unforeseen circumstances and natural calamities full booking amount shall be refunded.
16. Standard furniture and tables layout is provided in Banquets. For any additional / Special requirement, the hiring charges for arranging extra items from tent house etc. Shall be borne by the member / booking party.
17. Every care is taken to avoid double booking on the same date however in case of double booking on the same date due to any reasons, member whose booking done on earlier date shall be entitled for the hall, other member's payment made for the purpose shall returned in full.

Date

Signature of the Member / Guest