



FOR Maharaja / Maharani / Princess Party

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

Member's Name
 Address

 Membership No.
 Telephone No.
 Booking Date

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

PARTY BOOKING

1. I wish to book a part at the Shalimar Bagh Club Banquet Hall (**MAHARAJA/MAHARANI/PRINCESS**) 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 11.30 P.M.

High Tea Priness 4.00 P.M. to 6.30 P.M.

No. of Persons

Hall Booking Charges (Inclusive of GST) Rs.

Receipt No.

Function Details

3. **Extra Bookings for D.J., Flowers, Balloons, P-13 Licence etc. shall be confirmed at least ten days prior to the function on making the prior payment.**

The final details regarding menu etc. will be intimated in due crouse at least 7 days prior to the function.

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

Thanking You,

Yours Faithfully,

P.T.O.

(Signature of Member / Guest)

LUNCH	DINNER
SELF	GUEST
VEG	NON-VEG
DELUXE	SUPER DELUXE
	HI-TEA

IMPORTANT INSTRUCTION TO BE NOTED WHILE BOOKING PARTIES IN CLUB BANQUET HALL

1. Members can book Banquet Halls as per following :
 - (a) Banquet Hall MAHARAJA for a party of minimum of 100 persons (Deluxe Menu) & Super Deluxe for 150 persons.
 - (b) Banquet Hall MAHARANI for a party of minimum of 40 persons (Standard Menu only)
 - (c) Princess Booking for minimum of 20 persons and maximum 40 persons for Hi-Tea only. (No Lunch or Dinner Permissible)Note : Hall should be vacated within ½ hour of the above timings.
Extra hall time charges : Rs. 1000 per hour for Maharani & Rs. 2000 per hour for Maharaja shall be charged without providing F & B services in the Banquet (Maximum 1 hour) during lunch function only.
2. Rates for food served in Banquet Hall as per printed menu.
3. Service charges and taxes (As applicable) will be charged extra.
4. Liquor can be served in Banquet Halls for club only. No outside liquor is permitted in club. Advance information for booking of Club liquor is required at least 7 days before the date of function. No liquor service will be done after 11.00 PM for Maharaja and Maharani.
5. In case of cancellation of the Hall is utilized by other members on the cancelled date then 75% of booking amount shall be refunded else forfeited on the date of function. 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 at time of booking.
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 and full payment is to be made before the function.
7. D.J. will be stopped at 3.00 P.M. for Lunch and 10.00 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 made to the caterer for providing food to the extra guests max upto 10% of confirmed guarantee.
10. Catering advance for Maharaja Hall Rs. 10000/-, Maharani Hall Rs. 5000/- and Rs. 3000/- for Princess shall be deposited at the time of booking of the Banquet 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 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 be considered as final.
13. No Havan or other such ceremony is permitted in the Party Halls.
14. No Booking will be confirmed unless the full booking amount as per above 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 reason, member whose booking done on earlier date shall be entitled for the hall, other member's payment made for the purpose shall be returned in full.
18. No extension shall be entertained for timings for Dinner permitted.
19. D.J. Bar & Dinner Timings will be strictly followed, As per Club Rules.
20. Management will not be responsible for any loss or theft of valuables belonging.
21. Parking of vehicles at owner's risk, management is not responsible in any way.
22. Management is not accountable for power failure due to technical reason.
23. Please take care of your personal belongings, and valuables, club shall not be responsible in any way.
24. For Maharani Hall liquor license is mandatory from Excise Deptt. one week prior notice would be required from Excise Deptt after depositing requisite fee as per Delhi Excise rules.
25. Outside liquor will not be permitted to serve in any party hall.
26. Club will not be operational on, Holi & Diwali.

Date.....

Signature of the Member / Guest