From

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Apartment No \_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:

The President,

BP: 1 Condominium

Gurgaon-122009

**Sub: Booking of Club House for Private Function**

**on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (day/date)**

Dear Sir,

We wish to host a …………………………………………………….. party/ meeting /event at the club house. Kindly book the club house for the party on the above date between \_\_\_\_\_\_\_\_am/pm and -----------am/pm

I have read and understood the attached rules and confirm that I shall abide by them

**Thank you,**

**Sincerely,**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RULES GOVERNING USE OF CLUB HOUSE CENTRAL HALL FOR PRIVATE PARTIES/MEETINGS -**

1. These Rules will come into effect from 1st July 2015 and are applicable to when modified/replaced or terminated.
2. Premises

Includes the Central Club Hall, the steps leading to the Hall, the Pantry and the anteroom. It does not include the verandah intervening the central hall and the swimming pool and the front foyer of the building.

1. Private Parties/Meetings/Events
	1. The Club may be booked for private parties, meetings, or events by and for the exclusive use of a resident of BP 1 only.
	2. No resident will make a booking on behalf of a non-resident by proxy.
	3. A private party/meeting/event is one that is not sponsored or arranged by the condominium. The club will be made available only if there are no other condominium activities planned for which the premises are required.
2. Maximum Number of Private Parties/Meetings Permitted
	1. To minimize the disturbance to other residents, there will be a maximum of 6 private parties permitted per month.
	2. A resident may book the Clubhouse, subject to these Rules, for a maximum of two occasions in a calendar year. Bookings beyond two will be strictly subject to availability of the Club and at the sole discretion of the Board of Managers.
3. Club House Bookings

Bookings will be accepted on a first-cum-first basis and subject to the Resident paying the full amount at the time of booking at least 7 days in advance.

1. Timings

Party timings: Between **11 am and 8 pm** for a maximum of 8 hours. No extensions will be permitted.

1. Charges
	1. The Resident shall pay a user flat fee of **be Rs. 10,000/-** applicable taxes for a maximum of 8 hours of clubhouse use. This charge includes the provision of the services of one housekeeping staff for the duration of the party and cleaning thereafter, usage of condominium pantry with appliances, air conditioning, furniture and cutlery/crockery as available in the Club.
	2. The Resident can use the Swimming pool area for winter day time Lunch with an additional charges of Rs. 2,500/- .
	3. The Club is well lit, however, if additional lighting is required for the event such as decorative lights, highlighters, psychedelic lights, sound system, electric food warmers etc. it will be subject to an additional charge of **Rs. 200/- per KW** rated load per event.
2. Deposit & Damages

A refundable deposit **of Rs. 10000**/- will have to paid to cover any damages caused to the furniture / fixtures/ equipment (such as the refrigerator, sound system, stove / paint on walls etc.)

The cost of repairs/replacement will be deducted from the deposit. If the cost of repairs exceeds the deposit amount the cost will be added to the resident’s maintenance bill.

The assessment of the extent of damage and the cost of repair/replacement of damaged items will be made by the condominium President and his/her decision will be final.

1. Cancellations & Refunds

The Resident may cancel the event at any time before 48 hours of the event and get a full refund. Cancellation < 48 hours will attract a fee of Rs. 2000/-.

1. Event Coordinator / Catering / Tent House
	1. The Residents will submit details of these service providers in advance for approval to the Facilities Manager. Alternatively, the Resident may use any of the Service Providers from a panel approved by the BP1 Condominium management. It is explicitly clear that BP1 Condominium assumes no contractual obligation / liability / responsibility for these Service Providers.
	2. The Service Provider will ensure orderly transport of equipment, utensils etc. in a manner and at a time approved by the condominium office.
2. Conditions / Restrictions on Use of Club House
	1. Use of any external area including the swimming pool area by party guests is not permitted other than for entrance / exit. The user/ resident is responsible to ensure the safety of children and guests around the pool. The resident who is making the booking takes full responsibility for the safety of his/her guests including for potential accidents at the pool/poolside.
	2. House- keeping staff will help to clean the premises before and after the party. They will not help with serving guests.
	3. Number of guests including children should not exceed fifty (50) as the clubhouse is not large enough to accommodate a larger number.
	4. Heating of food will be permitted in the club pantry only and not in the pool side area. Heating of food will be done using the equipment available in the pantry.
	5. No external cooking equipment except a tandoor, chafing dishes, cool boxes, or food warmers will be permitted.Tea/coffee etc. may be prepared in the club pantry
	6. Any decorations/balloons/streamers/posters may only be placed on the pegs provided for the purpose in the clubhouse. These may not be attached in any manner to the walls/doors /windows or the staircase or external area leading to the clubhouse.
	7. As per local laws (Noise Pollution Regulation & Control Rules 2,000/-) no loud music that can be heard outside the club premises will be permitted beyond 8 pm. If this rule is violated the condominium office will be authorized to switch off electric supply to the club-house.
	8. In the event of serving of liquor, the Resident will procure a liquor permit from the appropriate authorities. A copy of this permit shall be submitted to the condominium office before the event. The Resident shall strictly comply with the conditions of the permit and hold harmless the Condominium office and its management against any proceedings arising out of misuse.
3. Violation of Rules

Violations of any the above Rules will result in the disqualification of the Resident from hosting any further event for a period of three years and a penalty decided by the Board of Managers at its sole discretion.

1. Amendment of Rules

These Rules, or any clause thereof, may be amended, modified or deleted by the Governing Body at any time at its discretion.

1. Indemnification & Hold Harmless

The Resident agrees to indemnify, defend, and hold harmless Beverly Park 1 Condominium and its Board of Managers, Governing body, officers, employees and agents, from and against any loss, expense, liability, damage, law suit, claim made or brought on for personal injury, including death, that arises out of the use of the Club, through negligence or willful misconduct, omission and violation of Central and State laws, and the condominium byelaws / rules by the Resident or his guests, invitees, agents or service providers

**UNDERTAKING**

I hereby undertake to abide by the rules and byelaws of the condominium, and clauses 1 to 14 mentioned above.

Name of user/resident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPROVED /NOT APPROVED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**