

Orchard 126: Community Hall Booking Form



Request for a Booking of Community Hall

(The completed form must be submitted at least 7 days before the event.)

Approval Flow: Owner > FM > Treasury > Secretary/ President > Legal > Booking Amount Receipt > Confirmation

- **Name:** Mr. /Ms.
- **Flat No:**; Tower: Grandeur / Myriad
- **Phone No:** **Alternate No:**
- **Email Id:**
- **Date:** From/...../20..... to/...../20.....
- **Number of Days Booking:**
- **Time:** From am/pm to am/pm
- **Purpose:**
- **Projector Use:** Yes / No
- **Music Band/DJ Music:** Yes / No
- **Expected No of Guests:**

Payment Details

- **Community Hall Charge (Per Day):** ₹ 5,000/- (*Rupees Five Thousand only*)
- **Payment Mode:** Cheque/NEFT/RTGS/IMPS/UPI
- **Instrument No:**
- **Payment Date:** /..... /20.....

Security Deposit: ₹ 5,000/- (Rupees Five Thousand only) -- Cheque only

Cheque No: **Date:** /..... /20

Cheque Issuer Bank:
(Note: Cancellation Charge/Refund: No refund of the community hall booking charges.)

Owners' undertaking for booking the community hall

I, owner of Flat No: certify that the community hall booking is done for me and my immediate family members*/my tenant named Mr. /Ms.

I am taking complete responsibility of my tenant Mr./Ms. for the booking.

- ***Immediate Family Member:** Son/Daughter/Father/Mother of the Owner and Co-owner.
- **For my booking, subsequently during the event, if it is detected that the event is organized for any of my/ tenant's distant relatives suppressing the facts, then a financial penalty of ₹ 20,000/- (Rupees twenty thousand only) will be levied on me along with forfeiture of security deposit.**
- My tenant residing in Orchard 126 needs to book the community hall through me.
- I am not booking the community hall for any personal business promotion activity.
- I will ensure that no cooking is done outside the designated kitchen of the community hall.
- No decoration that damages the interior of the community hall will be done by me.
- I am solely responsible for the proper conduct of my guests, and no disturbance will be caused to the residents in the housing complex.
- I will ensure that no alcohol drinks are served or consumed in the community hall or common areas of the housing complex.
- I will ensure that music is played only inside the community hall at a controlled volume, maximum until 11 p.m.
- I will abide by the party hall usage timing (12:00 a.m. to 11:59 p.m. – booking day/days).
- I will ensure that no outside guest (even children) uses other areas common areas like the swimming pool area, the children's play area (swings/slides etc.) and the badminton court area during party time.
- I will not allow the display of any politically or socially unacceptable digital content through the projector screen in the community hall.
- I will not allow to fix nails and adhesive tape to ceilings and areas with painted surfaces, as it is strictly prohibited. I will pay a penalty of ₹ 1,000/ instance if it is found.
- I will ensure that the community hall, kitchen, etc. used by me is handed over in a clean and presentable condition and make sure that the external caterer clears all garbage and cleans the place properly. I will deposit the charges mentioned above at least 7 days in advance to confirm my booking.
- I will ensure that my guests park their vehicles in designated parking spaces only within the complex or outside the complex.
- **The caterer and decorator need to carry their goods to the community hall on the 1st floor using the staircase (the elevator is not allowed for the same).**
- **CAM payment updates till the last generated invoice and Cultural Account Subscription clearance are mandatory for my community hall booking.**
- *Payment of the community hall booking amount does not guarantee confirmation of the booking. E-Mail received through orchard.managers@gmail.com, only confirms or guarantees booking.*
- I allow to deduct from the security deposit if the community hall is found in damaged condition and garbage's are found lying in the common areas other than the dustbins **(Minimum deduction of Rs, 500/- from security deposit if garbage's found lying scattered in the common areas of the housing complex; Any damage to community hall will be investigated by the FM team, and deductions or extra payments as per actual cost of repair or replacements of the damaged parts will be decided by the team).**

Disclaimer: I have read all the conditions and fully agree to comply with all the above-mentioned points without any prejudice. Violation of any points may lead to cancellation of bookings on immediate basis on the day of event or rejection of any community hall bookings for the future.

Signature of the Booking Person:

Date:/...../20.....

Acknowledgement (FM Office)

Received from Mr./Ms.
Flat No:, Tower:
₹ 5,000/- (Per Day) as community hall booking charge through Cheque/ NEFT/ RTGS/ IMPS/
UPI (*Tick the one applicable*). Also received the security deposit of ₹ 5,000/- through cheque
no..... Issuer Bank:

Date: /...../20.....

Name of FM Head:

Signature (FM Head):

Board of Manager Approval

Community hall booking approved to **Mr.**

Flat No:, **From:**/...../20..... **to**/...../20.....

*(President/ Secretary; Treasury Team; Any other BOM need to sign for providing approval of the community hall booking – **Mandatory 3 approvals for booking confirmation**)*

Approval Date: /...../20.....

1) **BOM (Secretary/President):**

Signature:

2) **BOM (Treasury Team):**

Signature:

3) **BOM (Legal Team Member):**

Signature:

- **CAM Payment Status:**
- **Cultural Account Subscription Status:**

Remarks
Booking Confirmation:
Yes: No: