

THE CLUB ROYALE
PURVANCHAL ROYAL CITY
SECTOR-CHI-V, GREATER NOIDA, UP

DATED: _____

TO,
THE PRC ESTATE ADMINISTRATION,
PURVANCHAL ROYAL CITY,
SECTOR-CHI-V, GREATER NOIDA.

SUBJECT: APPLICATION FOR RESERVATION OF COMMUNITY HALL

SIR,

I REQUEST YOU TO KINDLY RESERVE HALL-1 / HALL-2 / OR FULL HALL FOR HOSTING A PARTY ON _____ DURING THE MORNING SESSION (11 AM TO 3 PM) / EVENING SESSION (6 PM TO 11 PM) FOR THE FOLLOWING OCCASION:

- A) BIRTHDAY
- B) MARRIAGE/ANNIVERSARY
- C) GET TOGETHER
- D) OTHERS (SPECIFY): _____

HALF HALL: ₹7,500/- + 18% GST (₹1,350) = ₹8,850/- SECURITY DEPOSIT: ₹10,000/-

FULL HALL: ₹15,000/- + 18% GST (₹2,700) = ₹17,700/- SECURITY DEPOSIT: ₹15,000/-

GENERAL TERMS & CONDITIONS: -

1. **Cancellation and Refund Policy:** If the booking is cancelled for any reason, the following refund policy will apply:
 - a) **Cancellation made more than one month before the function date:** You will receive a 90% refund.
 - b) **Cancellation made between 15 days before the function date:** You will receive a 50% refund.
 - c) **Cancellation made within 15 days of the function date:** No refund will be provided.

Please note that GST will not be refunded under any circumstances

2. A self-attested copy of a Photo ID Card (having an address), e.g., an Aadhaar Card (UID), Voter ID, Driving License, Passport, or government-issued ID Proof, is required at the time of booking.
3. The Booking of Community Hall is neither transferable nor changeable.
4. **Guest Vehicle Parking Policy:**
Only 10 guest vehicles are permitted inside the complex. Vehicle details must be submitted to the estate office, which will issue the required passes. Beyond this limit, no additional vehicles will be allowed to park inside the complex. Guests' cars exceeding the limit must be parked outside the premises.
5. Only residents of Purvanchal Royal City are allowed to book the Community Hall.

6. In case food is being prepared within premises please make sure that no other fuel is used except Commercial Gas in cylinders. The gas is to be used taking all safety precautions so that there is no danger of fire as well as to ensure that soot from cooking is not spoiling the nearby walls.
7. **Please refrain from dumping leftover food in the party hall or anywhere within the complex. Dispose of it outside the premises. A penalty of ₹2,000 will be imposed if this rule is violated.**
8. Please ensure that used plates, plastic bags, water bottles, etc. are not left on floors and park areas and sideways.
9. I understand that I will be responsible for any loss or damage to the Hall and any property stored in or belonging to the Hall, incurred during the above times.

10. Noise Regulation Policy:

10. All noise levels must be kept within reasonable and acceptable limits to ensure the comfort of other hall users and our neighbors, as the facility is situated in a residential area. The following rules must be strictly observed:

Ambient Noise Levels During Loudspeaker Use:

As per the notification dated 14th February 2000 by the Ministry of Environment & Forests, Government of India: Daytime (6:00 AM to 10:00 PM): Noise levels must not exceed 55 dB(A).

Music, announcements, and other activities must strictly adhere to the prescribed noise limits to comply with legal standards and avoid causing disturbances. All loud activities must conclude promptly by 10:00 PM to maintain harmony within the residential community. Non-compliance with these guidelines will result in penalties and may lead to the immediate termination of the event. Your cooperation in respecting these rules is greatly appreciated.

11. The emergency exits/fire exits of the hall should not be blocked for safety reasons. However, anybody/anything obstructing the exit of the PRC Estate Management will have the authority to forcibly clear these obstructions for safety.
12. The client agrees not to put any banners, backdrops, displays, streamers, or any electrical connection without prior permission from the PRC Estate Management agrees not to drift nails and screws into permanent parts of the hotel or its properties, and agrees not to smoke in the prohibited area.
13. Decoration for any occasion inside the Party Halls is strictly prohibited.
14. The PRC Estate Administration reserves the right to withdraw permission under forced circumstances without any liability or claim of damages and losses from your side.
15. Any damage deposit paid will normally be returned within 24 hours EXCEPT in case of any damage to the Hall or equipment. The extent and cost of such damage will be agreed upon as soon as possible and will be deducted from the Deposit and the balance will then be refunded. If the cost of the damage exceeds the Deposit, then the Hirer will immediately pay any balance to the R. R. Management Consultants Pvt Ltd
16. Any other damages to the Community Hall properties caused will be charged according to the damage.

17. Full payment for the rent of a hall is required at the time of booking. A booking is not considered confirmed unless payment in full has been made. A hall that has been booked but has not yet been paid for, maybe given away to another party if the other party makes payment before the person holding the booking.
18. The PRC Estate Management will take all necessary care but accepts no responsibility for damage or loss of merchandise left in the Community Hall before, during, or after functions.
19. BAND/NAGADAS/DHOL shall not be allowed on the Club premises. Band to be restricted to outside the Club House.
20. Occupiers' belongings shall be preserved under their care and custody. The authority shall not be responsible for any kind of Theft/Burglary/Loss and/or any untoward situation.
21. Marigold flowers are not allowed for decorations.
22. Any damage to walls, Tiles, windows, furniture, fixtures, and fittings will be added to the bill at the sole discretion of the management.
23. Consumption of **Alcohol/intoxicating items** and creating public nuisance is strictly prohibited. As the entire building is equipped with a fire-extinguishing plant, smoking inside the building is **strictly prohibited** to avoid any fire alarm/hazards.
24. The occupier shall arrange for disposal/taking out the waste materials/garbage accumulated by the caterer. No person from the caterer's side shall be allowed to stay inside the premises **after 11. P.M. (NIGHT)**.
25. The occupier shall ensure compliance with the above terms and conditions while booking and further to keep the walls/floors/Tiles toilets etc. neat and clean, failing which proper compensation shall have to be paid before vacating the house. Charges for any item e.g. furniture and fixtures? and/or any other articles damaged/broken while used by the occupants shall be recovered from the security.
26. The PRC Estate Administration reserves the right to cancel the said permission without any notice in case of violation of the said terms and conditions.
27. That if there is any violation of the undertaking, I shall be wholly responsible and be liable for forfeiture of the security deposit and legal action if any.

Hirer Flat No and Tower No:

Name of Hirer/Occupier:

Mobile Number:

E-mail:

Date for Booking:

Hall Selection:

☐ Hall 1

☐ Hall 2

☐ Full Hall

Morning Session (11 AM to 3 PM):

☐ Yes ☐ No

Evening Session (6 PM to 11 PM):

☐ Yes ☐ No

I have read and understand this booking form, and I accept and agree to all of its terms and conditions, with full knowledge of its effect.

SIGNATURE OF REPRESENTATIVE OF PARTY

**SIGNATURE REPRESENTATIVE
OF PRC ESTATE ADMINISTRATION
MR. FARHAN KHAN**