

## **RULES & REGULATIONS**

- The Premises will be available only from 6.00 AM on the day of function till 6.00 AM of the next day of the function. Under no circumstances, shamianas, furniture etc. will be allowed to be put earlier than the specified time. Full charges per day may be levied if they occupy the premises other than the booked date.
- In order to avoid disturbance to the residents of the colony, loud music/ band / loudspeaker/ mikes will not be permitted. Band is not allowed inside the main entrance of the colony. Playing of band, loud music, loud speakers etc and noisy generators are strictly prohibited. Non-observance of this condition would lead to serious repercussion, such as switching off of electricity supply, forfeiture of full security deposit, imposition of penalty and if considered necessary lodging complaint with police.
- No decoration etc. will be permitted on the road from the club to main gate as they obstruct the roads for strict compliance. D.J will not be allowed after 10. PM.
- In case expected gathering is more than 300, Valet parking should be provided during the function.
- Electricity connection for the function held in lawn shall be provided by genset arranged by the party. The genset should be of silent types. However, noisy generators are strictly prohibited. In case noisy generators are used, the full security amount is liable to be forfeited. General lighting inside the Main Hall shall be provided by the club. In case of any failure of electricity, club shall not be responsible & no refund on this account shall be made by club. Electricity for the club building shall be provided by the club. Electricity connection for the Lawn shall be arranged by the Tentage/Caterer. However if they used the electricity of the club they will have to pay Rs. 5000/- for function up to 20 KV.
- Entry of Caterers & Decorators shall be allowed only from Out Main Gate & Kitchen area gate.
- Whenever hall is booked by the party, entry shall not allowed from reception area.
- Utmost care must be taken to prevent damage to the club lawn in the fixing of shamianas, handling of furniture etc. kindly ensure the following:
  - No digging allowed inside lawn.
  - No wooden poles will be allowed.
  - No carpets will be allowed on the grassy area.
  - Tandoors will not be kept in the center, only on the side from where food is served.
  - The party along with the contractor should meet the club authorities well in advance to make necessary arrangements.
  - Food counters are not allowed inside main hall except Green room.
  - Nails, flower decoration etc. are not allowed to put in the club buildings.
  - When hall is booked by Party, no Tentage allowed inside the lawn area
- Arrangement will have to made to have club premises, including the kitchen area cleared on the night of the marriage itself. The caterer should ensure that no noise is made while removing his belongings.
- Since this Rly. Club is within the Railway Colony therefore, Parking of Commercial vehicle within the colony is strictly prohibited. Chauffeur driver vehicle shall not be parked within the colony. Parking of vehicle in front of gate of residents is strictly prohibited.
- In case of cancellation, the following deduction will be made from the booking charges :
  - For less than 6 months from the date booking - 25%
  - For less than 3 months from the date of booking - 50%
  - For less than 3 weeks from the date of booking - 75%
  - For less than 1 weeks from the date of booking - Full amount
- Registered caterers on our list are as under,**
  - Continental Caterer : 9899477313 (Sudhankar Khanna)
  - Capital Caterers : 9810137468 ( Monte )
  - Kay 3 Events : 9717054321 (Rohit Sood)
  - Chimney Cottage : 9811964548,9899068951 (Vinod Gupta)

### **Outside Caterer & Tentage charges:**

Members ( Regular/Life )	Rs. 4500/- + 18% GST each for catering & Tentage per function
Other Rly. Officer and Associate Members.	Rs. 13000/-+ 18% GST each for catering & Tentage per function
Friends and Relative of Members	Rs. 21500/-+ 18% GST each for catering & Tentage per function

### **Booking charges:**

Booking area	Regular/ Life member	Associate Member & Other Railway Officers (JA- Grade & Above)	Other Officers Friends & Relative of Members **
Lawn	20060 (Incl. GST)+10000*	30090 (incl.GST)+15000*	150450 (incl. GST)+20000*
Hall-1	10030 (incl. GST)+2000*	20060 (incl.GST)+5000*	50150 (incl. GST)+10000*
Hall-2	10030 (incl.GST)+2000*	20060 (incl. GST)+5000*	50150 (incl. GST)+5000*
Green Room	2006 (incl. GST)	5546 (incl. GST)	11092 (incl. GST)

### **NOTE:.**

\* The Security deposit would be refunded after satisfactory compliance of all condition and for leaving the club in a clean State.

\*\* Friends & Relative of Members booking shall be done strictly on selective basis.

**Cheque should be in favour of "The Railway Club" S.P.Marg, New Delhi-21"**

- The confirmation of booking shall be subject to realization of Cheque/DD. In the case of any unforeseen event, club administrative reserve the right to cancel the confirmed booking also and in that case complete payment shall be refunded.

(Signature of applicant)

Application no \_\_\_\_\_

Dated \_\_\_\_\_

To,

The Secretary  
The Railway Club,  
S.P.Marg, Delhi-21

**Sub: - CLUB PREMISES BOOKING APPLICATION**

I hereby request you to book the club premises in favour of the undersigned as under:-

Name \_\_\_\_\_ Designation \_\_\_\_\_

Address \_\_\_\_\_

Contact No. Office \_\_\_\_\_ Mobile \_\_\_\_\_ Res. \_\_\_\_\_

Club Membership Identity Card No. \_\_\_\_\_

Details are as under :-

• Date of Booking :- \_\_\_\_\_ Day \_\_\_\_\_

• Time :- 

Lunch -12 noon to 05 pm
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Dinner- 06 pm to 11pm
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• Purpose of booking \_\_\_\_\_

• Venue :- Lawn/Hall-1/Hall-2/Green Room (Tick whichever applicable)

• Whether invitation card of Marriage /reception attached \_\_\_\_\_

• Name of bride / bridegroom \_\_\_\_\_

• **Booking charges ( Annexure 'A')**

• Booking charges :- Rs. \_\_\_\_\_ + GST @ 18% :- Rs. \_\_\_\_\_

• Booking Security Charges( Refundable) :- Rs. \_\_\_\_\_

• Misc. Charges :- Rs. \_\_\_\_\_

Total :- =====  
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Deposit amount :- Cheque/DD etc.

Details : \_\_\_\_\_

Name of Caterer :- \_\_\_\_\_

**UNDERTAKING**

I, hereby, declare that booking of the club is for the marriage / reception of my son/daughter or for \_\_\_\_\_ . Information furnished here is true and I also understand that booking is liable to be cancelled, if found otherwise in which case booking amount shall be forfeited from me.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Approved/Not Approved

**UNDERTAKING BY THE MEMBER FOR CLUB BOOKING**

The President  
Railway Club, S.P.Marg  
New Delhi-110021.

I hereby recommend the use of Railway Club premises, at S.P. Marg for the marriage/Reception/  
of Son/daughter of Sh/Smt \_\_\_\_\_ Designation \_\_\_\_\_ on \_\_\_\_\_  
Sh/Smt \_\_\_\_\_ is my relative/friend and is known to me since \_\_\_\_\_.  
Sh/Smt. \_\_\_\_\_ shall abide by all the rules & regulations of Railway Club, S.P.Marg  
(mentioned in the booking form) applicable for the marriage purpose. I shall be fully responsible for non-  
adherence of extant rules and regulations of the club, by him. Loudspeakers/D.J is strictly prohibited after  
10. PM. Parking of commercial vehicle within the colony is not at all allowed. The parking of chauffeur  
driver cars is also not permitted within the colony and they may park, their vehicle outside after dropping  
of guests. Parking of any vehicle in front of gate of residents is strictly prohibited and vehicle will be  
towed away.

The case of Sh \_\_\_\_\_ for outsider marriage/ reception may please be considered.

Date

Signature of Applicant

( Signature)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Membership No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

