

Prateek Laurel Apartment Owners Association

Hall Booking Charges and Timings

(w.e.f. 01st August 2018)

A. Big Hall (Ephoria)

❖ Big Hall (Ephoria)- Booked for whole day(10.00 am – 11pm)- Rs. **15000/-**

B. Small Hall (Regale or Cortie) - Booked for Lunch, Dinner or Full

Day.

❖ For Lunch(10 AM – 4 PM) -Rs. 4000/-

❖ For Dinner(5 PM - 11 PM) –Rs. 4000/-

❖ For Full Day(10 AM - 11 PM) – Rs. 7000/-

Note:

1. GST shall be extra @18%.
2. No Cooking is allowed at Basement Pantry or any other places of the society however food warming is allowed at basement pantry.

To,
The Club Manager
Club Laurel
Sector-120, Noida

Subject: Request for Party Hall Booking.

Dear Sir,

I wish to organize a function in Euphoria/Regale/Coterie hall as per following details.

1. Type of Function : -----
2. Date of Function : -----
3. Period of Function: From ----- to -----.
4. Approx. Number of persons to attend function = ----- Nos.
5. Details of Caterers
 - I. Name : -----
 - II. Address : -----

 - III. Contact No. : -----
 - IV. Staff : ----- Nos.
6. Payment Details.
 - I. Cheque No. ----- Amount ----- Drawn on Bank -----
 - II. Card Holder's Name : -----
7. Remarks : -----

The hall may be booked for me as per above details.

I have read rules & regulations for utilizing the hall of Club Laurel and will abide these rules & regulations. I will vacate and hand over the hall to Club management within the booking period. I will pay Rs. 2000/- per hour or its part for additional usages beyond booking period till Handover of the Hall.

Date: -----
Signature : -----
Name : -----
Flat No. : -----
Contact No. : -----

FOR OFFICIAL USE ONLY

- I. Cheque No. -----Date:-----Amount:----- Drawn on bank:-----
- II. Last Four digit of Debit/Credit Card ----- VISA/Master card/Maestro/ -----
- III. Money Receipt No. ----- Date : -----

Hall Booked/Not Booked

**Manager
Club Laurel**

Rules & Regulations for Booking Prateek Laurel Club's Hall

1. Pay full amount at the time of Booking.
2. Only Booking Hall and given Pantry premises are allowed to use.
3. Tandoor shall be kept only at the place shown by club Management.
4. Only re-heating and fries of foods are allowed at basement pantry.
5. Cooking inside the pantry or any basement area is not allowed.
6. Fireworks and Band/Dhols not allowed outside or inside the hall in any type of function.
7. DJ is allowed under terms and condition which club management briefs you before party.
8. No food or drinks is allowed in Club reception, Gym, swimming pool and any of the games room.
9. In case all three halls booked, you have to share one pantry along with other two parties.
10. Garbage cleaning after the function should responsibility of booking party.
11. Any damage of asset is responsibility of booking party to rectify or pay the rectification charges.
12. Any vendor entry to support the function and external flower/Balloon decoration should follow PL-AOA rules.
13. No alcoholic beverage is allowed in any type of function.
14. Club Management is not responsible for loss of any decorator/Caterer Item, any jewelry, Mobile phone or any other personal belonging.
15. Before the function you are requested to please resolve your all queries with Club manager to avoid un-necessary harassments.

(Club Manager)

(Accept & Guest Signature)
