

JAMMU CLUB, JAMMU

To,

The Hony. Secretary,

Dear Sir,

Please reserve and provide facilities for _____ party on _____

As per below details:

1. No. of Guests _____ 2. Time _____ 3. Place _____

Yours Sincerely

ACCEPTED

Signature _____

Name of Member _____

Membership No. _____ Ph. No. _____

<u>MENU ITEMS</u>	<u>TENTATIVE ESTIMATE</u>
	1. Reservation -
	2. Catering Cost -
	3. Bar -
	4. Any other item -
	5. Club Charges ,S.Tax _____
	TOTAL _____
	Advance Paid :-
	Receipt No :-
	Dt. :-

**Signature of the
Booking Authority**

**Signature of the
Host Member**

UNDERTAKING

I, undertake and bind myself and my guests by the Constitution/Bye Laws/Party Rules of the Club during the Party:-

PARTY RULES

1. Entry of the Party Guests will be from back Gate for Dinning Hall I & II.
2. No Person who is not eligible to become a member shall be introduced as a Guest in any Party.
3. Presence of Host Member in the party is Mandatory.
4. No Party shall be booked unless 3/4th amount of the expected bill is paid in advance.
5. Each party (Dinner/Lunch/Hi-Tea) shall be booked for 4 (four) hours duration. However, for every subsequent hour 25% of the Reservation charge shall be extra/additional.
6. No Party shall be books if the member hosting the party is in arrears.
7. The host member shall be under obligation to see that the party remains confined to the place reserved for the party.
8. Party accounts / payments shall be cleared on the next day, in the club office against proper receipt.
9. It is the duty of the host member to KINDLY ENSURE that the Guest in the party, observe the **Club Dress Code** strictly.
10. Reservation charges & number of person allowed :-

S.NO	VENUE	BOOKING CHARGES	CAPACITY
(a)	Dinning Hall	Rs 6500 + 18 % GST	150
(b)	Party Hall – I	Rs 2000 + 18 % GST	40
(c)	Party Hall – II	Rs 1250 + 18 % GST	25
(d)	Party Hall – III	Rs 2000 + 18 % GST	40

However 20% additional Guest may be allowed over and above the Number given above, on payment of Rs. 35 + 18% GST for additional guest only.

11. In case Number of Guests exceeds the booked No's more than 20%, the Club shall not be responsible Rs. Any shortage in food stuff of deterioration in quality of food or in Service.

12. CANCELLATION

Before 48 hours from the fixed date and time

Less than 48 hours of scheduled date/time

13. Breakage / other damages etc, if any shall be extra.
14. Any violation of above Rules shall entail Disciplinary Action.
15. The minimum guaranteed number will be charged & **No Packing will be allowed.**
16. The soup and Cold drink will be served in disposable glasses only.
17. **Payment should be made only to the Club and not the Caterers.**

Signature of the
Host Member