



CIVIL SERVICES OFFICERS' INSTITUTE

VINAY MARG, CHANAKYAPURI, NEW DELHI-110021
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WEBSITE : www.csol.in

S.No. _____

PARTY BOOKING

Date: _____

Name of the Member/Spouse :

Address :

Membership.No. : Function Date/Day :

Member's Fax No./Tel. No. : (O)..... (R).....

(M).....

Lunch (12 to 3 pm) Hi-tea (4.00 to 6.00 pm) Dinner (7 to 10.30 pm)

WELCOME BOARD :

1. The details of the Party are as follows :-

- a) Date of Party :
- b) Occasion : Marriage Reception/ Anniversary Party /Birthday Celebration/
Engagement/Retirement/Social gathering
- c) No. of Persons :
- d) Venue : Lawn / Banquet(FF) / Banquet(SF) / Terrace / Lounge
- e) Bar facility : Yes/No
- f) Floral arrangement : Yes/No
- g) Photography : Yes/No
- h) Balloons Decoration : Yes/No
- i) P-13 License required : Yes/No
- j) Audio/ Visual : Yes/No
- k) Any other requirements :

- 2. The final details regarding Menu/Tentage etc will be intimated at least 72 hrs (3 days) in advance of the party date.
- 3. I have gone through the party rules given at the back of this form. I agree to abide by them.

UNDERTAKING FOR PARTY BOOKING

I.....Membership No.....hereby give an undertaking that I am hosting my personal private party at CSOI on Date.....for lunch /Dinner/hi tea for No. of Guest. I am not sponsoring this party for any third person. On conclusion of the party, the payment will be made from my personal account by cheque/credit card. I will ensure strict compliance on code of conduct by my guests and will be responsible for any lapse.

(Signature of the Member)

FOR OFFICE USE ONLY

Manager Booking confirmed Yes/No

Advance received for venue booking

Amount received Rs..... (with Bar/without bar) vide Receipt No.

Dated Venue paid by

Signature of Manager

Counter signed by GM

Date:

RULES FOR PARTY BOOKING

- a) A member can book the party only in his name. Party to sponsor relative/friend/organization is NOT permitted in the Institute.
- b) No cash payments will be made for party billings (catering/Tentage/decoration). Only cheques/credit card (visa/master) will be accepted. Full payment will be made on conclusion of the party by the member. Breakage of crockery, cutlery, glassware etc. will be recovered from the member as per book price of the article.
- c) Liquor/soft drinks/snacks/juices will be charged separately as per consumption.
- d) No decorations are allowed on the walls /chicks of the party room. Putting nails/tapes on walls/door/frames is prohibited. Damages will be charged from the host member.
- e) Capacity of the party venues should be strictly adhered to as per booking. Maximum 10% guests in excess of the booking will be catered for. In case, the guests increase by more than 10%, the institute will not be responsible to cater for them. They will be served whatever's conveniently available on request of the host in the basement only.
- f) Drivers, servants, maids etc. are not allowed entry in CSOI. However a packed meal/hamper can be provided for drivers/maids against a firm order by the host in the basement only.
- g) Rs.500/- cancellation charges if cancellation is done before 15 days, and 50% cancellation charges if the cancellation is done within 15 days prior to the booking date of the venue. These charges will also be applicable for the postponement/preponement/change of venue.
 - i) Band, Ghori, Palki, Gas lights, Bhangra, DJ etc. are not permitted in the premises of CSOI. Only soft instrumental music is permitted.
 - ii) The member will be responsible for conduct & behaviour of his guests to ensure that the atmosphere of the Institute is not compromised. Smoking is completely prohibited in CSOI complex. The bar service will CLOSE at 10.00 PM. If a guest gets drunk, the host will ensure his safe departure under escort from the rear gate of CSOI. The parties will close at 10.30 p.m. & bill raised by CSOI.
- h) The amount to be charged for the loss/damage to the CSOI property e.g. flowers pot, glass tables, furnishings, fittings, etc. will be as decided by G. M. CSOI, and it will have to be reimbursed by the member booking the party.
- i) Parties are not permitted to be organized for political, religious or commercial purposes.
- j) No refund will be given for any arrangements not utilized due to inclement weather.
- k) No payment should be made for any item without obtaining a proper "PAID RECEIPT" from the contractor of the institute.
- l) Catering by outside caterer not permitted. Decoration, Photo Cover will be from empanel service providers of CSOI.
- m) No left over food will be packed for taking home by the host member.
- n) Members are neither permitted to bring their own liquor nor allowed to take liquor out of the institute.
- o) Members booking the party, will have to ensure that the prescribed bar timings are strictly adhered (7-10 P. M.) and party closes by 3 P.M. in day and 11 P.M. at night.
- p) Member can book the party venue three months in advance of the event by filling up the party booking form and depositing the tariff including the security amount.
- q) The host will be personally responsible for the code of conduct by his guests including their dressing attire and discipline. Any misbehavior by guest with the staff of CSOI will amount to violation of code of conduct which may lead to suspension of membership for six months. If repeated in subsequent parties, the membership will be terminated after a show cause notice.

Membership No.....

Signature of Member