



# The Bombay Presidency Radio Club Limited

157, Arthur Bunder Road, Colaba, Mumbai – 400 005

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Ref No: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPLICATION FOR RESERVATION OF RADIO HUT** **(PAYMENTS TO BE MADE TO CASHIER AGAINST RECEIPT)**

The Catering Managers  
The Bombay Presidency Radio Club Limited  
Colaba, MUMBAI 400 005.

Dear Sirs,

I wish to reserve the Radio Hut for three hours on \_\_\_\_\_ from \_\_\_\_\_ A.M. / P.M. to \_\_\_\_\_ A.M. / P.M. I know that I have to pay the Club rates, which are made applicable, plus taxes for three hours of reservation of Radio Hut with capacity of around 50 persons in advance and also Applicable Rates plus taxes for every additional hour beyond specified hours, which shall be applicable after expiry of Three hours from the time of reservation latest by 8.30 p.m. In case, the Management revises the said rates, at any time after my reservation, before the date of my function, the revised rates will be applicable, which I am aware of and which I agree to pay.

Necessary particulars required by you are as under:

1. Member's Name in full Mr. / Mrs. / Ms. \_\_\_\_\_ Membership No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_ Email Id. \_\_\_\_\_
2. **Purpose or occasion for the party \_\_\_\_\_ . There will be no Party/ Get Together /conference/ Meetings etc organized and / or held or caused to be organized and /or held by any political party/ activist/ or any communal forum etc.**
3. No Body Guard or Security Officer in the Party / Get-together will accompany anybody/ VIP in the Club premises.
4. The persons participating, including the host will be \_\_\_\_\_ in Nos.
5. I want eatables and/or drinks to be provided for the members of the Party / Get Together as per menu finalized by me.
6. State, if you are connected with the Person/ Institution/ Association / Company or Body Corporate for which you are making the reservation, your designation \_\_\_\_\_ and Name of Person/ Association / Institution / Company or Body Corporate for which reservation is sought \_\_\_\_\_.
7. State in whose name the invitation will be issued \_\_\_\_\_ (Please furnish two copies of the invitation card)
8. I am applying for reservation for some relative /s whose name /s and relationship with me is/are \_\_\_\_\_.
9. I would like to engage for the Party / Get Together, a Band, Orchestra, recorded Music and the name of the Band, Orchestra and recorded music is \_\_\_\_\_ and will be played at a lower pitch of sound and will not play music beyond permissible limit & time as per law. I will take permission from all the concerned authorities and furnish a copy of the same to the Club prior to holding of the event. It is noted that Catering Manager will come and lower the loud sound or close it in case there is any complaint / grievance from the members present in the Club premises or disturbance or discomfort to them on account of that noise. Music System will be placed at predefined location by the decorator. I would also take all the necessary permissions from all the concerned authorities for this party and furnish a copy of the same to the club's catering manager prior to holding the event.

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10. Venue Charges and Security Deposit payable in advance at the time of Booking. If for any reason, the reservation is Cancelled / postponed, the necessary charges as applicable will be levied and recovered. (For the details of Current Cancellation Charges, contact the Catering Managers).
11. At the time of finalization of menu & confirmation of nos. of persons attending the function, the entire food & beverages charges payable in advance.
12. In case the number of persons/ plates exceeds 15% of the minimum guarantee. I agree to pay the applicable admin charges of the total number of persons/ plates exceeding the minimum guarantee.
13. I am aware that no outside food items, no outside soft drinks & beverages will be permitted by the Club in its premises. Banquet will be restricted to the Radio Hut only and no other area of the Club house will be used.
14. I am aware that for any kind of decoration during party hours I will only make use or cause to be used of the hooks already affixed in the Radio Hut for decoration purpose and no additional hook / nails or any other such material will be hammered in the walls / floors and no sticking material / tapes of any kind will be used for decoration.
15. I undertake to reimburse the expenses that would be made for rectifying the damage of any type caused by me or any of my invited persons to the Radio Hut premises or part thereof during my party hours.
16. I am aware that I have to contact and engage the decorator, appointed by the Club for my Party / Get together and that no inflammable articles and fireworks are permitted anywhere in the club premises.
17. I undertake to come to the Club within 7 days after the date of the banquet for collection of the bill and the payment will be made by me strictly within 21 days from the date of the bill.

**I confirm that I have read the Articles of Association, Bye-Laws and also the Rules and Regulations of the Club and I agree to abide by the same. I undertake to reimburse the expenses that would be made for rectifying the damage of any type caused by me or any of my invited persons to Radio Hut premises or part thereof during my party hours.**

**I am aware that I will have to obtain One Day Liquor License & I have to purchase Liquor & One Day Liquor Permits as per the State Excise Rules & Regulations. Photocopy of the One Day Liquor License & Liquor purchased Bills, etc. must be handed over to Catering Manager / General Manager prior to the Event, failing which no Alcohol / Liquor shall be served at the Event / Venue.**

**The Members shall obtain all necessary permissions from the STATE EXCISE and hand over the same to Catering Manager/ General Manager prior to the event, failing which the event will not be permitted to be held. The member shall not be entitled to any refund and full venue charges would be billed to the members. In case there are any penalties levied by the authorities, the member would pay for the same and also if any Prosecution, the same would be billed to the member as may be decided by the Managing committee.**

**The decision of the Managing Committee / Management shall be final & binding in respect of all reservations, bookings, cancellations, refunds, damages etc.**

**I Agree to all the above-mentioned Terms and Conditions and the same are binding on me and will be complied with completely.**

**I Agree to all the above.**

**Member's Signature:**

**Name: \_\_\_\_\_ Membership No: \_\_\_\_\_**

**FOR OFFICE USE**

Booking Deposit + Security Deposit Amount Received ₹. \_\_\_\_\_ Receipt No \_\_\_\_\_ dated \_\_\_\_\_.

In case, function is for sons / daughters engagement or wedding related function a copy of form must be given to System Administration.

Receiver's Signature: \_\_\_\_\_