



# 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 PRESIDENCY ROOM** **(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 Presidency Room 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 Presidency Room with capacity of around \_\_\_ persons (depending on the arrangements) 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 and it should be vacated latest by 3.45 pm. and handed over to the Housekeepers / Catering Department. 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.

I am aware that Presidency Room is available only in the afternoon session on Mondays & Tuesdays except Bank Holidays. Further, I will also book the R.C. Lounge or Radio Room for storage of the Furniture, if I require some Furniture to be removed from the Presidency Room & I agree that the decision of the Catering Manager about how much furniture can be removed will be final & binding on me. I am aware that there will be no stage setup in the Presidency Room.

Necessary particulars as required by you are furnished as follows:

1. Member's Name in full Mr. / Mrs. / Ms. \_\_\_\_\_ Membership No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_ Email Id. \_\_\_\_\_
2. **Purpose or occasion for 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. The persons participating, including the host will be \_\_\_\_\_ in Nos.
4. No Body Guard or Security Officer in the Party / Get together will accompany anybody/VIP in the Club premises.
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. 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 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, of disturbance and/or discomfort to them on account of that sound.
7. Name of Person/ Association / Institution / Company or Body Corporate for which reservation is sought \_\_\_\_\_.

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8. I am concerned / I am not concerned with the Person/ Institution/ Association/ Company or Body Corporate for which I am making the reservation as its/ his-her \_\_\_\_\_.
9. I am applying for reservation for some relative / s whose name / s and relationship with me is/are \_\_\_\_\_.
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 liquor, soft drinks & beverages will be permitted by the Club in its premises. Banquet will be restricted to the Presidency Room 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 Presidency Room for decoration purpose and no additional hook / nails or any other such material will be hammered in the walls / floors and or no sticking material / tapes of any kind will be used for decoration. No inflammable articles permitted and no fireworks are permitted anywhere in the club premise.
15. I am aware that I will be charged additional for any kind of Series/ LED Light/ Halogen/ Mike/ Electrical Points etc. required by me 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.
17. I am aware that I have to obtain one day liquor Permits for all Invitees, if liquor is required to be served during the Party Hours, all liquors are to be purchased from the Club only and the Catering Manager has to be informed at least 7 days in advance for the same. In case of non-availability of the selected brand of liquors in the Club the host Member shall purchase an alternate brand of liquor available from the Club.
18. 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 also undertake that no Alcoholic drinks will be taken out of the party room and all my Guests will adhere to the behavior and decorum as per the Club's rules and regulations. 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 during my party hours.**

**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: \_\_\_\_\_