



# The Bombay Presidency Radio Club Limited

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

CIN NO :- U99999MH1928GAP001372

Tel No :- 2284 51 21/ 23/ 2284 50 25/ 71/ 75/ 22828671 / Fax : 2283 32 13

Email: [radioclub05@gmail.com](mailto:radioclub05@gmail.com), [radclubmumbai@gmail.com](mailto:radclubmumbai@gmail.com) Website: - [www.radioclub.in](http://www.radioclub.in)

Ref. No. \_\_\_\_\_

## **APPLICATION FOR RESERVATION OF RESIDENTIAL ROOMS**

(Payment To be made to cashier at administrative office at main Club House Building Only by .....)

The Bombay Presidency Radio Club Ltd.,  
Arthur Bunder Road, Colaba, Mumbai

Adv. Rs. \_\_\_\_\_  
R.T. No \_\_\_\_\_  
Date \_\_\_\_\_

Dear Sir,

I hereby request you to reserve the Residential Rooms for me/Guest Mr./Mrs./Ms. \_\_\_\_\_  
(& for Temporary Membership of the Club in case of Guest) for the purpose of Residential Accommodation. The particulars of the occupant are given below:

1. Name in full beginning with surname: (in CAPITAL LETTERS):  
\_\_\_\_\_
2. Nationality \_\_\_\_\_ Married or Single \_\_\_\_\_ Age \_\_\_\_\_
3. Profession or Occupation: \_\_\_\_\_
4. If in Profession, how long in practice: \_\_\_\_\_
5. If in business or service, name and address of the firm/ business / service  
\_\_\_\_\_
6. Nature of business of the firm: \_\_\_\_\_
7. Position in the firm \_\_\_\_\_
8. Name of the employer if in service \_\_\_\_\_
9. Address in Mumbai \_\_\_\_\_  
Phone Nos: Off: \_\_\_\_\_ Res: \_\_\_\_\_ Mob: \_\_\_\_\_
10. Permanent Address \_\_\_\_\_
11. (In Case of Guests) Whether he was a temporary member of this Club before, and if so for how long and when? \_\_\_\_\_

I request to reserve Residential Room for Me / or the above named Guest.

From: Date \_\_\_\_\_ Time \_\_\_\_\_ To: Date \_\_\_\_\_ Time \_\_\_\_\_

### **DECLARATION**

In the event of the above Guest failure to settle the Club dues and other expenses, if any, at any time, I guarantee the payment to the Club of all the sums that may become due to the Club. I undertake to reimburse the expenses that would be made for rectifying the damage of any type when caused by aforementioned Guest (temporary member) and other residents with him in the residential rooms. I hereby authorize the Club and give my consent that all such dues and expenses may be debited to my account.

Mumbai, dated this \_\_\_\_\_ day of \_\_\_\_\_ 20

Member's Name \_\_\_\_\_, Membership No. \_\_\_\_\_ Signature \_\_\_\_\_

In case of Reciprocal: Club Name \_\_\_\_\_



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## **RULES REGARDING BOOKING OF THE RESIDENTIAL ROOMS**

1. In case of Reciprocal Member of the Club and Permanent Member, a letter of request from such member, a copy of their Identity Card (PAN Card / ADHAAR Card / Driving License / Passport) along with this application shall be enough or deemed to be enough for the purpose of reservation of the Room in his name. In case of reciprocal Club member, a requisite letter from the respective Club should also be furnished. (Staff will verify Original & retain Xerox copy for record).
2. No booking shall be valid unless the same is confirmed in writing by the Room Supervisor on the prescribed booking form, a copy of which will be forwarded to the Member concerned and must be produced at the time of occupying the Room.
3. No booking shall be confirmed or deemed to be confirmed or binding upon the Club unless full amount is paid in advance for the number of days, the reservation of a room is sought by the Member seeking reservation of occupancy of the accommodation. The said payment has to be made in the office of the Club.
4. The person occupying the Room is bound by the Articles of Association of the Club, the Bye Laws of the Club and in particular the Rules for the Residential Rooms, a copy of which is available at the administrative office.
5. In case the Guest occupying the room is not of an Indian nationality, in that event the Guest is required to submit a photocopy of passport and visa & any other appropriate documents for verification of original, at the time of check in and is also required to fill up the requisite forms as per rules to be submitted to appropriate authorities.
6. Charges will be as per Tariff in force at the time of Check in. Extra Charges will be applicable for Additional Occupant.
7. **For cancellation of Booking the applicable cancellation charges will be charged. Kindly contact office for details of the cancellation charges.**
8. Reservation of a Room shall be for a period not exceeding 10 days at any one time and not more than 60 days in aggregate for Temporary Members and not more than 3 months in aggregate for Permanent Members within 12 months.
9. The check out time is 12 noon / Check in 1.00 p.m.
10. **All Residential Rooms are Non Smoking Zone.**
11. Request for extension of period may be considered provided the same room is not booked for another person and / or if any other Room is available.
12. In the event of the occupying Members refusal or failure to vacate the room at the appointed day and time the Management of the Club, shall be at liberty and shall have full authority to get the occupant out of the Room with bag and baggage and to take any further action as may be deemed necessary in the best interest of the Club.
13. The Resident Member's shall see that they and their guests are properly and decently dressed while in the club and around in the premises of the Club.
14. **Visitors:** Resident Members shall be entitled to receive visitors in their Room from 8.00a.m. to 10.30p.m. on all days, except during special occasions and functions as may be notified by the Management of the Club, and such visitors shall be persons who are received in general and acceptable society.

### **ROOM SERVICE TIMINGS 7.15 AM To 10.30 PM**

Other than the above timings, the Room boys shall be available to attend to the requirements of occupants of the rooms.