

GUIDELINES FOR USE OF CARD ROOM

1. Use of Card Room is for bonafide residents only.
2. Booking charges for Card Room:
 - For Meetings = INR 500 ++/ hour
 - For Group classes = INR 200 ++/ hour
 - For Birthday parties/ other activities = INR 1000 ++/hour
3. In case of elaborate decorations, a security deposit Rs. 5,000/- will be applicable. Cost of all repairs and damages would be recovered from the deposit and balance will be refundable. Please note that items such as balloons, flags, flowers etc. are not to be pasted/nailed on walls, roof and doors. Additional lighting is permitted on a chargeable basis subject to load.
4. The resident booking the room will be fully responsible for any damage e.g. Window pane, furniture, plumbing items & electrical items etc.
5. The premises are to be left clean after use, otherwise Rs.500/- will be deducted from security.
6. Maximum no. of guests permitted is 25. Please note that only limited parking slots within the complex would be available for outside guests attending the event to ensure minimum inconvenience to residents.
7. The event must be restricted within the Card Room only.
8. It is recommended that only pre-cooked food & snacks are heated in the MPH Kitchen. Please ask your caterer to check on the cooking equipment available at the MPH kitchen once before the event to avoid any inconveniences. Also, if MPH is booked for that day, then the kitchen usage will not be permitted.
9. Equipment such as swings, toy train, Bouncy, DG sets etc. are not permitted.
10. Booking will be made/confirmed on a first come first serve basis after submission of booking requisition and charges applicable.
11. Kindly adhere to the noise level/timing guidelines and any inconvenience to residents should be avoided. In case of not adhering to the rules, the security personnel shall intervene, and your co-operation is requested at that point.

For any decoration purposes, the room can be provided to the resident in advance, **subject to availability**. In case there is another booking received, the hall will not be handed over in advance. If the resident are sure that they need the extra time for decoration then it is advisable that the booking is done accordingly for entire day.

Booking Requisition

I _____ resident of Apt. No. _____, the Belaire, agree to abide by the above guidelines. Kindly book the party hall for (date) from _____ hrs. To _____ hrs. For (Name of function). _____.

I am enclosing cheque No. _____ of Rs. _____ Towards booking /AC Charges And security deposit. Refund amount may be adjusted in Maint. / Elect. A/c of the apartment.

Name: _____

Contact No.: _____

Date: _____

Signature :