

GUIDELINES FOR USE OF MULTIPURPOSE HALL

1. Use of MPH is for bonafide residents only.
2. Booking charges for MPH :

Half Day-	(10 AM TO 3 PM)	:Rs.5000/-	(5 PM TO 10 PM)	:Rs.5500/-
Full Day-	(10 AM TO 10 PM)	:Rs.9000/-	Hourly Basis	: Rs 1000/-

Note:-GST extra as applicable.

3. Security deposit of Rs 5000/- to be made along with the booking charges. The security amount is refundable, damages if any will be deducted from this amount.
4. In case of elaborate decorations, a security deposit Rs. 10,000/- 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.
5. The resident booking the hall will be fully responsible for any damage in the party hall e.g. Window pane, furniture, plumbing items & electrical items etc.
6. The premises are to be left clean after use, otherwise Rs.500/- will be deducted from security.
7. Maximum no. of guests permitted is 80. 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.
8. The event has to be restricted within the MPH only.
9. Music is allowed only **as per govt. guidelines** with respect to sound levels and timings music is allowed only till 10 pm with 55 DB level. As the facility is in the residential complex, users are requested to be mindful of the same and be considerate towards other fellow residents.
10. For serving liquor, L-12A, License is to be obtained by the resident hosting the party. Belaire Condominium Association will not be responsible in case of action against the resident due to non-compliance, by the State Excise Department.
11. It is recommended that only pre cooked food & snacks are heated. Please ask your caterer to check on the cooking equipment available at the MPH kitchen once before the event to avoid any inconveniences.
12. Coal tandoor is not allowed however, you can use an electric or gas tandoor.
13. Equipment such as swings, toy train, Bouncy, DG sets etc. are not permitted.
14. Booking will be made/confirmed on a first come first serve basis after submission of booking requisition and charges applicable.
15. 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 cooperation is requested at that point.

For any decoration purposes, the hall 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.

Signature : _____

Name : _____

Contact No. : _____

Date : _____