

Name
Membership No.....
Address.....
.....
.....
Mobile no.....
Date.....

To,
The Secretary,
Palika Services Officers' Institute
Vinay Marg, Chankyapuri,
New Delhi-110021

REQUEST FOR BOOKING OF VENUE AT PSOI

Dear Sir,

1. I wish to book a venue for a party at the PSOI premises and shall be grateful, if the necessary permission is accorded and the arrangements are made accordingly.
2. The details are given below:-
Date for venue booking required.....
Type of venue required: - New Lawn / Club Lawn / Swimming Pool / Terrace Area
For: - Lunch / Hi-Tea / Dinner
3. Nature of function
4. Number of Guests.....
5. Venue is booked for Self (attach proof) / relatives / friends / Association
6. Relation with the member
7. Venue Charges

Type of Venue	Function organized by the member	Function organized by member for others
New Lawn	Rs. 50,000/-	Rs. 1,00,000/-
Club Lawn	Rs. 12,000/-	Rs. 24,000/-
Swimming Pool	Rs. 2,000/-	Rs. 4,000/-
Terrace Area	Rs. 2,500/-	Rs. 5,000/-

8. 50% Advance payment of No. of guest X Standard menu charges payable at the time of booking.
9. I certify that music system /loudspeaker will not be used in the function.
10. I hereby certify that I have read and understood the party rules given at the reverse and will abide by the COVID-19 guidelines issued by Govt.

Thanking you,

Signature of member

11. Advance payment received by Cheque..... / DD/ Credit / Debit Card of
Rs. Receipt No. date

FOR OFFICE USE

1. Recommendations by Manager, P.S.O.I.

(Manager)

2. Approved / Not Approved

(Secretary, P.S.O.I.)

PARTY RULES

1. No Marriage parties will be entertained.
2. Booking on telephone will not be taken as confirmed booking.
3. All Parties are to be fully prepaid one week in advance. Only on receipt of full payment the party will be organized. All party payments will be paid by DD/ Credit/ Debit Cards/ RTGs/ NEFT or local cheques. No cash payment will be accepted.
4. The host is to be present till the termination of the party and will be responsible for the conduct of his guest.
5. No Civil band is permitted within the institute premises and loud music will not be played.
6. No left over food will be taken home by the host members.
7. No payment will be made for any items direct to the contractor.
8. No refunds will be given for any arrangements not utilized due to inclement weather.
9. Mundan Ceremony/ Hawan/ Pandit/ Granthi is not permitted in the premises of PSOI.
10. For swimming pool venue, during swimming season, party shall commence at 09.00 p.m.
11. 100% Advance payment of the total estimated expenditure is to be deposited after the booking has been confirmed and a receipt to be obtained. In case of cancellation of the Party, the member has to inform the institute in writing. If the booking is cancelled on the same day, no refund will be made for venue charges.
12. Booking / Cancellation on telephone will not be entertained.
13. No personal liquor will be served by the hosts to their guests within the premises of PSOI.
14. Maximum of 10% guests in excess will be catered for. In case the number of guests increase by more than 10% the PSOI will not be responsible to cater for them.
15. Loss or breakages of crockery, cutlery, glassware etc. will be paid for by the member booking the party.
16. Bringing of food/ beverages from outside sources is not permitted.
17. Barman Charges will be extra @ Rs. 500/- pay in cash.
18. The party timings are as under:-
 - a) Lunch - 1200 Hrs. to 1500 Hrs.
 - b) Hi-Tea - 1500 Hrs. to 1800 Hrs.
 - c) Dinner - 2100 Hrs. to 2330 Hrs. (For Swimming Pool Venue during swimming season)
- 1900 Hrs. to 2330 Hrs. (For Swimming Pool Venue during non- Swimming season)

COVID-19 Undertaking *

* I certify that all COVID-19 precautions such as wearing of face mask social distancing, Temperature checking and restricted number of guests permitted will be followed.

(Signature of Member)

Dated: