



INTEGRAL CLUB

618, PILKINGTON ROAD, AYANAVARAM, CHENNAI – 600 023.

Tel.No. Rly. 47971, DOT: 26147971

Manager: 9940588654

APPLICATION FORM FOR BOOKING OF HALL AT INTEGRAL CLUB(Rev. 23-6-14)
(FOR CLUB MEMBERS OF SERVING / RETIRED RAILWAY OFFICERS)

Name of the Officer & Membership No. :

Designation :

Office Address :

Residential Address & Mobile No. :

Date on which required :

Relationship with the Officer
(To whom the Hall is booked) :

Name of the bank, DD No. and Date. :

Amount of DD submitted :

Sl.No	STANDARD AMENITIES	Rental Charges + (Rs.)	Air Conditioner Charges + (Rs.)	Electricity Charges with extra Halogen lights for function.+ (Rs.)	Security Deposit (Rs.) Refundable
1	Club Hall (Ground Floor) & Parking area only.	8,000	2,000	2,000	10,000
2	Club Hall, First Floor & Parking area.	15,000	4,000	3,000	10,000
3	Club Hall, Lawn & Parking area.	20,000	2,000	3,000	10,000
4	Club Hall, First floor, Lawn & Parking area.	25,000	4,000	4,000	10,000

Plastic Arm chairs – 100 Nos. Ordinary sofa set – One no. wooden serving tables – 4 nos. and Cake cutting round tale – 1 no. are given free of cost.

Note:

- All the above said charges with Security deposit are **to be included in the Demand Draft**. Hirer should pay an **additional charge of Rs.2,000/- for cleaning as cash** to the club manager. Hall booking tariff rates are fixed according to the rates existed on the day of booking. However any changes in tariff if imposed by the club Committee, need to be paid by the user if effected before actual day of usage.

- **Members whose membership is alive and existed continuously for at least three years on the date of booking shall only eligible to avail these above said tariff concessions.**

TERMS & CONDITIONS:-

1. Hirer should submit the evidence of availing concessions and the relationship of the party to whom the club is booked. The misuse of the facilities if any shall invite disciplinary action against the Hirer. Booking of Club Premises is permitted only for officers and their dependants (as per the Pass Rules). A copy of the **Photo Identity** of the Officer and **Ration card** are to be enclosed.
2. The Club management reserves the right to accept/ refuse / cancel the bookings without specifying reasons. Alcoholic drinks should not be consumed in the club premises. The Club management reserves the right to accept/ refuse / cancel the bookings without specifying reasons.
3. The Club management has the rights to accept/ refuse the bookings to the Officers, booking Club abnormally / frequently in very short duration. The charges will be decided based on the merit of the case.
4. Working with safety is the prime responsibility of the Hirer and he should ensure all provisions of safety while working. Additional provisions of electric appliances to do their own to certain extant shall be allowed with prior permission without doing any damages to the building/premises.
5. Usage of loud speakers beyond Govt's permitted levels are prohibited and the norms of Govt. Is to be followed. Consumption of alcohol drinks in the club premises is prohibited.
6. Parking of Cars other than the prescribed space is prohibited. Damages caused to the club properties shall be charged and the amount equal to the damages as assessed by Secretary/IC shall be deducted from the security deposit..
7. Cooking is allowed only for limited range in the prescribed area and **Gas / Electric stoves are only permitted**. The safety of usage is the sole responsibility of hirer. **Using of Open fire / choolas/ Fire wood for cooking is strictly prohibited in the premises of the club.**
8. Club staff shall not bear any responsibility to the loss of hirer's personal belongings. Bursting of crackers, lighting fire, handling explosive and prohibited substances which cause danger / threat to the lives of humans / properties are totally prohibited in the club premises. Violations if any in this regard shall be liable for prosecution.
9. No additional stage installations involve digging / damage to the club premises are permitted.

10. Payments are to be made in form of **Demand Draft only** exchangeable at Chennai addressed to **“INTEGRAL CLUB”**.
11. The Hirer shall strictly adhere the conditions as specified above and shall not indulge in any form of misuse of club premises / offensive activities which considered as illegal. The violations if any shall be dealt seriously and the Security Deposit will be forfeited in full.
12. No Power back facilities are available with club in case of power interruptions. Playing Music in the premise should be stopped before 22.00 Hrs.and Playing of Music in Lawn in not allowed. The premise to be cleared & hand over before 23.30 Hrs. on the day booked.
13. The cancellation of club bookings shall invite the following deductions of charges from the booking.

Cancellation before 15 days of actual booking date	- 50% of the rent.
Cancellation before 8 days and less than 15 days of actual booking date	- 75% of the rent.
Cancellation less than 8 days of actual booking date	- 100% of the rent.

(Note: Date of booking is excluded for calculation)

Purpose of booking :- -----
 (Please Specify clearly)

I have read all the conditions and regulations as specified above and I shall agree to abide all these. I understand that the booking of Club Premises is permitted only for self and dependants as per the Pass Rules and the misuse of the facilities if any shall invite disciplinary action against the hirer.

I understand that handling explosives and prohibited substances which cause danger / threat to the lives of humans / properties are totally prohibited in the club premises. Violations if any in this regard shall be liable for prosecution. Hence I assure the safety with my personal responsibility till handing over back of the of the club premises.

Place:

Date:

Signature of the applicant
(Name in block letters)

Details of security deposit return.

Deposit received Rs.----- (DD No.)Charges deducted:-----

Balance paid Rs. ----- (as cash/Cheque) No. -----

Secretary

Signature of party (for Payment received).