

Urbana Facility Maintenance Private Limited

Application for Banquet Hall / Pool Side Restaurant / Multi-Purpose Hall Booking

Name of the Owner: _____

Tower _____ Apartment _____ Contact No.

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E-mail ID.: _____

Type of Membership: Permanent / Tenant / Corporate: _____

Date of Booking: _____ Date of Event: _____

Duration: (In hours) _____ from _____ to _____

Chargeable Amount: _____, Rs. in words: _____

_____.

Security Deposit: _____

**** I have gone through the CLUB SOP and agree to abide fully with them****

Signature of Owner: _____

Date: _____

.....✂.....

FOR OFFICE USE ONLY

Date of Event: _____ **Customer ID:** _____

Details of receipt of remittance:

Ch. / D. D. / Online Ref. No. _____ Date: _____ Amount: _____

Signature of A/c Dept. _____ Authorized Signatory of UFM _____

Date: _____ Date: _____

Banquet Hall / Restaurant / Bar Rules & Regulations

Banquet Hall / Restaurant / Bar may be hired by Members. Users for holding parties subject to conditions laid down in the Rules and on first come first serve basis.

1. Booking will be accepted and confirmed on first come and first serve basis, only from members with no outstanding dues. Booking cannot be made by (i) Guests of members, (ii) Directors / Officers of companies holding units, but not residing in the complex (iii) Dependent Member
2. Booking can be made only for private/personal functions, but not for use of any public/commercial purpose. No Political or Religious Event is permitted
3. Banquet Hall / Multipurpose Hall should be pre-booked by the member to cater to approximately 200 persons at the club office on submission of application and payment of charges as per schedule. In case the Banquet Hall is required for an additional day for decorating etc., then, 50% of the charges would be payable for that day also.
4. For serving alcoholic beverages, member will have to procure excise license on his own and adhere to the government rules and club will not be held responsible for any violation for the time being till club's license is arranged. The last drink should be served prior to 30 mins. Before closing hours. Without valid bar license, serving of alcohol at the Bar would be prohibited. A copy of the excise permit permission is required to be submitted to the Club reception / office Three (3) days before the day of booking.
5. Use of narcotics and other such prohibitive items are strictly banned
6. No member is allowed to have drinks or food outside the designated area.
7. Member would be responsible to remove all leftover food and beverages, disposables at the end of the function and in case Club has to incur any expenditure to clean the same, member would be liable to pay for those expenses. The expenses would be paid at actual and on the demand of the Club Manager, and the same cannot be objected by the member.
8. The premises and it's furniture & fittings to be handle with care to avoid any loss or damage
9. No sticking /pasting allowed on the walls of the hall/common areas; including the acoustic boards.
10. Function are to be only of private/personal nature and should not disturb other residents;
11. Sacrifice of any living breeds, Animals or Birds or any living thing for any religious or spiritual event or purpose is strictly prohibited for rituals.
12. Pet Animals or Birds or any living thing are also strictly prohibited for entertainment purpose.
13. Music within permissible limits may be played only within the designated area till 10.00 PM only after obtaining permission from the competent authority.
14. Damages caused by users, guests or service providers during the function must be restore by the hirer at own cost within a fortnight of the function. Otherwise the Club Manager will carry out the repairs on behalf of the Member and would deduct the cost on pro rata basis from the Security Deposit, anything extra would be charged from the Member;
15. Shifting/ relocating of furniture or any other assets from the premises is strictly not allowed
16. Number of invitees to be kept within specified capacity of hired premises; Food service will be allowed only inside the Banquet Hall / Restaurant / Multipurpose Hall.
17. Cooking will be allowed only at the designated kitchen area.
18. The Club Manager reserves the right of admission to Banquet Hall / Restaurant;
19. Booking will be made by the Member in the specified application form duly filled with details;
20. Booking will be made of "First Come First Serve" basis as per time and date of request letter along with full payment of all charges.
21. No resident will be allowed to host a function if any dues pertaining to his flat is outstanding;
22. Decorator and other service providers appointed by the Member shall follow the UFM's rules and shall contact FM office to become aware of rules and regulations of usage of above areas prior to the function. Caterer to be selected only from the empaneled list of the same maintained by Club Manager. Any other caterer, should be based on the sole discretion of the Club Manager

23. None of the personnel or staff from the decoration or the event management team shall be allowed to stay overnight in the development or in the Banquet hall pre or post of the event.
24. All the decoration should be cleared and removed immediately after the event by the booking party. Kitchen should be cleaned to the satisfaction of the Club manager.
25. However the Member shall have to take full responsibility for the conduct and all matters concerning the service providers and all the equipment and furniture etc. provided by the service provider will be at the sole risk and responsibility of the service provider/ Member.
26. To ensure adequate security in the complex and least inconvenience to other residents/resident, prior information to the Club Manager must be made at least 48hours with details of all agencies/vendors appointed for decorator, sound system and no other agencies will be permitted to carry out the work.
27. For housekeeping / security from the club prior intimation (at least 3 days) must be given to the club manager and the cost of service has to be borne by the person
28. For all electrical connection/ extra connection prior approval from club manager is necessary. it must be 3 days before the event.
29. The Club electrician must only be used for making electrical connection. If any expert electrician is necessary for special purpose, then he must work under the supervision of the building electrician
30. If any damage occurs due to hosting of parties and functions including any caused by any guests and /or service providers appointed by the user, cost and responsibility of the repair shall be solely to the account of the Resident hosting such party/function.
31. No Member will be permitted to book the hall for more than four consecutive days in a month?
32. If any music or audio & visual media is played during the function is expected, then proper police permission should be taken by the resident holding the function and he will be solely responsible for this. In any case, loud music or noise shall not be permitted after 10:00PM. Sound decibel level permitted as per law, is to be strictly maintained.
33. Pandal or covering or any structure will not be allowed on ground floor whether in the parking area or in the passage or other non-parking common areas.
34. Visitors can park their car in designated visitor's car parking areas if available. This must be discussed with the Club office 3 days in advance,
35. Sprit of the rules must be followed. In case of any dispute decision of the UFM company/FMT will be final and in any resident violates any of the above rules then he/she may not be permitted by the UFM/FMT to book these facilities for next 2 years.
36. No firearms/ weapons are permitted within the premises.
37. Your cooperation with the security and other designated & support staffs are requested for the decorum of the place.

Signature of the Member

Urbana Banquet, Bar cum Restaurant and Restaurant booking Rules and Guidelines

In order to ensure better upkeep and management of the complex/buildings, and enable quiet and peaceful enjoyment of the property, all owners/occupiers of the Apartments (the "Residents") are requested to observe the following rules and restrictions.

38. For Banquet Hall & B1 Multipurpose Hall, decorations to be allowed inside and can only be extended till the Alley of the same and no other decoration is allowed on any other areas of the designated floor space.
39. The design plan of the event decoration shall require prior approval from UFM team at least 2 days before the event.
40. Consumption of Electricity is limited to the usage of the Banquet inbuilt lights and AC's which are being provided.

Residents are required to pay Rs.5000/- per day for any extra decoration in lighting if arranged on their own. Regarding the electrical load calculation please visit our FM office and we are eager to assist you.

41. If the electrical load is on the higher side, you may bring in your own generator after having a thorough discussion with the FM office.
42. The club electrician must only be used for making electrical connection. If any expert electrician is necessary for special purpose, then he must work under the supervision of the in-house electrician.
43. Bar Cum Restaurant can be partially booked with prior information/booking for private gathering with Maximum number of 20 guests. The guests should always be accompanied by the respective owner. No extra decorations can be done inside or outside the Bar Cum Restaurant premises.
44. For the usage of the Club Kitchen the residents must pay Rs.10,000/- plus GST as applicable when services of an outside caterer are used.
45. First preference to be given to the club kitchen.
46. Decorator, Florists, Caterer etc. to be selected only from the empaneled list of the same available with the FM office.
47. The FM Team/ Club Manager reserves the first right of admission/refusal to Banquet Hall / Restaurant and Bar Cum Restaurant.
48. If the Banquet Hall, B1 Multipurpose Hall or Restaurant is booked by a tenant an acknowledgement, either written or through mail is required from the concerned owner.
49. Booking will be made by the Member in the specified application form duly filled with details.
50. Booking will be made on "First Come First Serve" basis along with full payment of all charges.
51. Your cooperation with the security and other designated & support staffs are requested for the decorum of the place.
52. It is Mandatory for all empaneled Caterer to carry their own Burners and Gas Cylinders.

53. Kindly note that any damage caused will result in a deduction of Rs. 15 per square foot from the security deposit. The decorator and other service providers appointed by the Member shall follow the UFM's rules and shall contact the FM office to become aware of the rules and regulations of usage of the above areas before the function.
54. Please be reminded that hanging banners or posters using nails is strictly prohibited. Only free-standing framed banners are allowed on boards to maintain the aesthetics of our community.

Signature of the Member

BANQUET HALL, RESTAURANT, CONFERENCE HALL & BAR CHARGES:

CLUB HOUSE BOOKING CHARGES DETAILS					
SL.No	Location	Particulars	Amount		Payable amount
			Net Amount	GST	
A	Banquet Hall	Refundable Security Deposit	25000	0	25000
		Non-Refundable Rental Charges:			
		1. Saturday, Sunday, Holidays	35000	6300	41300
		2. Weekdays other than Saturday, Sunday and Holiday	25000	4500	29500
		3. Monday 15% extra charge	28750	5175	33925
B	Pool Side Restaurant Restaurant	Tuesday to Sunday.	25000	4500	29500
		Monday 15% extra charge	28750	5175	33925
C	Conference Hall	Refundable Security Deposit	5000	0	5000
		1. For 4 hours	1200	216	1416
		2. For 8 Hours	1500	270	1770
		3. Secretarial Service	500	90	590
		4. Projector	500	90	590
		[24 Bottles of 200 ml water bottle complimentary]			
D	Multi-Purpose Hall	Refundable Security Deposit	20000	0	20000
		Non-Refundable Rental Charges:			
		1. Saturday, Sunday, Holidays	23000	4140	27140
		2. Weekdays other than Saturday, Sunday and Holiday	18000	3240	21240
		2. Monday 15% extra charge	20700	3726	24426
E	Tennis Court Audience Enclosure	All Days (Except Monday)	5000	900	5900
1. All Booking shall be confirmed subjected to receipt of remittance at our bank, a minimum of 96 hours before the event. 2. All Bookings will only be confirmed on receipt of SOP, a minimum of 96 hours before the event.					

Timing: _____

*** Electricity charges if any shall be paid by the residents on actual basis.

*** An additional amount of **Rs.10030/-* & Rs.60/-** + GST (to be deducted from the security deposit) per head will be applicable if you hire external caterers for using the kitchen facility and kindly mention their name, but if you wish to hire the in-house catering services then this charge's will not be required. The security deposit will be refunded within 20-25 working days of the event after deduction of cleaning charges.

*** Cleaning Charge Rs.1000 to be deducted from the security deposit.

CANCELLATION CHARGES

Prior to the day of booking.

01. 30 – 28days – 00%
02. 27 – 16days – 25%
03. 15 – 8days – 50%
04. 07 – 1days – 75%
05. Day of booking – 100%

BANK PAYMENT DETAILS

Cheque Details -:

Name of the Organization – URBANA FACILITY MAINTENANCE PVT LTD

NEFT Details -:

Name of the Organization – URBANA FACILITY MAINTENANCE PVT LTD

Bank – ICICI BANK LTD

Branch – ANANDAPUR BRANCH, KOLKATA – 700107

Account No – 128705000491

IFSC Code – ICIC0001287

Swift Code – ICICINBBCTS

NOTE: After online payment kindly provide the NEFT date & reference number for accounts clearance.

These charges will be applicable to all the members in all cases other than demise in the defined family when there will be no charge levied for cancellation of the booking, irrespective of the no of days prior to the booking.

Any damage caused to the club or any of its facilities or properties due to any reason, whatsoever, during the day of the booking, the Member will be liable to bear all the expenses.

In case of damage to Club Property, the cost for restoration shall be borne by the Member as per actual decided by the Club Manager.

I/We have read and understood the above-mentioned terms and conditions, documents referred to therein and agreed to abide by the same and also returning the duplicate copy of this guideline, duly signed, as the token of acceptance.

Signature of the Member _____

Reference no. UFM/...../.....



**APPLICATION FORM FOR CONDUCTING A GET TOGETHER/ PARTY, AND
PERMISSION TO SERVE LIQUOR UNDER THE URBANA FACILITY AND
MAINTENANCE PRIVATE LIMITED.**

To:

The Director,

Urbana Facility Maintenance Private Limited,

Urbana, 783, Anandapur,

Police Station- Anandapur,

Post Office- East Kolkata Township Project,

Kolkata-700107.

Subject: Application for _____.

Sir/Madam,

This is to inform you that I/ We, _____

_____ residing at _____, of Urbana, 783, Anandapur, Police Station- Anandapur, Post Office- East Kolkata Township Project, Kolkata-700107, intend to have a get together/ party in the space detailed hereinbelow:

<u>Serial Number:</u>	<u>Headings:</u>	<u>Details from the Customer:</u>
1.	<u>Name of the Customer / Customers:</u>	
2.	<u>Occupation:</u>	
3.	<u>Location of the Get Together/ Party:</u>	



4.	<u>Temporary Residence Address:</u>	
5.	<u>Permanent Residence Address:</u>	
6.	<u>Aadhar Card Details/ OCI Card Details:</u>	
7.	<u>PAN Card Details/ OCI Card Details:</u>	
8.	<u>Get Together/ Party Date:</u>	
9.	<u>Get Together/ Party time:</u>	
10.	<u>Description of Get Together/ Party Private/ Official.</u>	
11.	<u>Number of Heads :</u>	
12.	<u>Nature of Get Together/ Party: Alcohol / Non Alcohol:</u>	
13.	<u>Details of Alcohol items:</u>	
14.	<u>Details of Food Items:</u>	
15.	<u>Signature:</u>	

Under the aforesaid facts and circumstances, we request you to grant permission for allowing me/us for the said **Get Together/ Party and Permission To Serve Liquor. The PAYMENT SCHEDULE is attached herewith.**

Thanking you,

Yours faithfully,

Signature of the Customer and Date.



PAYMENT SCHEDULE

Serial No.	Date of Payment	Mode of Payment and its Details (Transaction Ids/ Cheque numbers/ etc.)	Amount
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
TOTAL			

Total Payment Made in Rupees

Note (If any):

Signature of the Customer and Date.