From

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Apartment No \_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:

The Executive Committee

BP: 1 Condominium

Gurgaon-122009

**Sub: Booking of Club House for Private Function**

**on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (day/date)**

Dear Sir,

We wish to host a …………………………………………………….. party/ meeting /event at the club house. Kindly book the club house for the party on the above date between \_\_\_\_\_\_\_\_am/pm and -----------am/pm

I have read and understood the attached rules in Annexure-I and the charges applicable and confirm that I will pay Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( In words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) plus GST for the same in addition to the security deposit of Rs. 10,000/- .

**Thank you,**

**Sincerely,**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Apartment Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RULES GOVERNING THE USE OF CLUB HOUSE**

1. These Rules will come into effect from 5th June 2023 and are applicable until to modified/replaced or terminated.
2. **Premises**
3. Inclusion -The steps leading to the Hall, and the central club hall, the Pantry Room and the TT Room
4. Exclusion- Swimming pool, anteroom and the front foyer of the building.
5. **Private Parties/Meetings/Events**
	1. The Club may be booked for private parties, meetings, or events by and for the exclusive use of a resident of BP 1 only.
	2. No resident will make a booking on behalf of a non-resident by proxy.
	3. A private party/meeting/event is one that is NOT sponsored or arranged by the Condominium.
	4. The club will be made available only if there are no other condominium activities planned for which the premises are required.
6. **Booking Procedure**

Bookings will be accepted on a first-cum-first basis and subject to the Resident paying the full amount of the security deposit and applicable charges (see below) at the time of booking at least 7 days in advance.

1. **Timings**

 Bookings can be made for a 4 hour or 8 hour period between 8 a.m. and 10 p.m.

1. **Charges**

Please see Annexure-I for the charges applicable.

The charge includes the following :

* use of the clubhouse pantry with refrigerator and furniture as available in the Club
* Use of electricity for lighting and air-conditioning
* No Housekeeping Personnel will be provided and not within the scope of this agreement

**7. Deposit & Damages**

 A refundable deposit of **Rs. 10,000**/- has to paid in cash to cover any damages caused to the furniture / fixtures/ equipment (such as the refrigerator, sound system, paint on walls etc.)

The cost of repairs/replacement will be deducted from the deposit. If the cost of repairs exceeds the deposit amount the cost will be added to the resident’s maintenance bill.

The assessment of the extent of damage and the cost of repair/replacement of damaged items will be made by the condominium Club In charge / Executive Committee

Penalty Charges for overshooting of Booking time will be deducted from the Security Deposit ( for charges computation, refer to Penalty Charges

 **8. Cancellations & Refunds**

1. The Resident may cancel the event at any time before 48 hours of the event and get a full refund.
2. Cancellation less than 48 hours in advance will attract a fee of **Rs. 2,000/- Plus 18% GST.**

**9. Event Coordinator / Catering / Tent House**

1. The Residents will submit details of these service providers in advance for approval to the Facilities Manager. Alternatively, the Resident may use any of the Service Providers from a panel approved by the BP1 Condominium management. It is explicitly clear that BP1 Condominium assumes no contractual obligation / liability / responsibility for these Service Providers.
2. The Service Provider will ensure orderly transport of equipment, utensils etc. in a manner and at a time approved by the condominium office.

**10. Conditions / Restrictions on Use of Club House :**

1. **Area:-**
2. Use of any external area including the swimming pool area (unless hired) by party guests is not permitted other than for entrance / exit.
3. Number of guests including children should not exceed thirty (50) as the clubhouse is not large enough to accommodate a larger number with social distancing
4. **Safety:**

The user/ resident is responsible to ensure the safety of children and guests around the pool. The resident who is making the booking takes full responsibility for the safety of his/her guests including for potential accidents at the pool/poolside and the condominium will not be responsible under any conditions whatsoever.

1. No House- keeping staff will be provided during the event.

 **11. Catering / Cooking**

1. Heating of food will be permitted in the club pantry only and not in the pool side area.
2. No external cooking equipment except a tandoor, chafing dishes, cool boxes, or food warmers will be permitted.
3. Tea/coffee etc. may be prepared in the club pantry.

 **12. Decorations**

1. Any decorations/balloons/streamers/posters may only be placed on the pegs provided for the purpose in the clubhouse. These may not be attached in any manner to the walls/doors /windows or the staircase or external area leading to the clubhouse.
2. No nails to be put on the walls.
3. All decorations should be removed immediately after the event

**13. Sound**

As per local laws (Noise Pollution Regulation & Control Rules) any loud music outside the club premises beyond 10 pm will be fined **Rs. 2,000/- plus 18% GST.** If this rule is violated the Condominium office will be authorized to switch off electric supply to the Club House.

**14. Liquor**

In the event of serving of liquor, the Resident will procure a liquor permit from the appropriate authorities. A copy of this permit shall be submitted to the condominium office before the event. The Resident shall strictly comply with the conditions of the permit and hold harmless the Condominium office and its management against any proceedings arising out of misuse.

**15. Violation of Rules**

Violations of any the above Rules may result in the disqualification of the Resident from hosting any further event for a period of one year.

**16. Amendment of Rules**

These Rules, or any clause thereof, may be amended, modified or deleted by the Executive Committee at any time at its discretion.

**17. Indemnification & Hold Harmless**

The Resident agrees to indemnify, defend, and hold harmless Beverly Park 1 Condominium and its Board of Managers, Executive Committee, officers, employees and agents, from and against any loss, expense, liability, damage, law suit, claim made or brought on for personal injury, including death, that arises out of the use of the Club, through negligence or will full misconduct, omission and violation of Central and State laws, and the condominium byelaws / rules by the Resident or his guests, invitees, agents or service providers

**UNDERTAKING**

I hereby undertake to abide by the rules and byelaws of the condominium, and clauses 1 to 17 mentioned above.

Name of user/resident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPROVED /NOT APPROVED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANNEXURE- 1: RATES FOR USE OF CLUB PREMISES & COURTYARD**

**w.e.f. 5th June 2023**

Given below are the rates for use of club premises and the courtyard for various events, exhibitions, displays, sales etc by residents and non residents of BP-1. Friends and acquaintances of residents will be treated as non residents.

Different rates are applicable if there are direct benefits to residents e.g. free eye tests/blood tests, free beverages, snacks etc

**(Figures in Rupees per day)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CLUB HOUSE** | **CLUB HOUSE** | **COURTYARD** | **COURTYARD** |
|  | **Residents** | **Non Residents** | **Residents** | **Non Residents** |
| **Half Day (4 hours)** |  |  |  |  |
| **With benefits** | **3000** | **10000** | **2,500** | **9000** |
| **Sales/Display only** | **3500** | **12000** | **3,000** | **11000** |
|  |  |  |  |  |
| **Full Day (8 hours)** |  |  |  |  |
| **With Benefits** | **4000** | **15000** | **3,000** | **12000** |
| **Sales/Display only** | **5000** | **20000** | **4,000** | **18000** |
|  |  |  |  |  |
| **Private Parties**  |  |  |  |  |
| **Upto 4 hours** | **5,000**  |  |  |  |
| **Upto 8 hours** | **8,000** |  |  |  |

**Note:**

1. **Residents will be allowed to do decoration / shift material 1 hour before the event.**
2. **Rs. 500/- plus GST for every 30 minutes required for decoration/shifting of material will be charged. This is over and above the complementary time 1 hour given by us for event.**
3. **If the club is used after the given time slot, then Rs 1,000/- , penalty charges will be applicable for the every 30 Minutes exceeding the booking time, subject to a maximum of 1 hour after that the condominium has right to switch off the electricity of the club premises.**
4. **Prayer meetings for residents shall be free of charged for maximum of 2 hours.**

**Distribution of marketing material to all apartments via Whatsapp and E mail: ( allowed for non residents /third parties only)**

Per Whatsapp message : Rs 3000 plus GST

Per E mail : Rs 3000 plus GST

**Posters on Notice Stands in Lobbies (A4 size)**

Residents : Rs.250/- if no commercial activity is involved. For posters by residents of Commercial nature, the charges shall be Rs.1000/-.

Non residents : Rs 3000 Plus GST for 7 days or part thereof

**Note: -**

1. All rates excluded GST. GST will be charged at 18% in addition to the above rates.
2. The Swimming Pool area can be booked for in additional charge of Rs. 3000/- plus GST in addition to the above rates for private parties only between 1 November and 31st March of each year.
3. Security deposit of Rs. 10,000/- will be applicable in all cases**.**