

Request for Reservation of the Banquet Hall

To,

Date:

The Secretary,

The Surat Tennis Club,

Surat.

Sub: Request for reservation of the Banquet Hall (Inside / Outside) as on date:

I the undersigned Mr./Mrs./Miss _____, a member of The Surat Tennis Club and my membership number is _____. I would like to have a social ceremony / business seminar with lunch / dinner for _____ number of invitees at the (inside / outside) banquet hall. I hereby agree and abide by the rules and regulations of The Club.

I hereby submit towards the deposit as per the rates decided by the committee ₹_____.

Period	Inside Banquet Hall	Outside Banquet Hall
Peak Hours (6:00 PM Onward)	₹2500 / Hour	₹3500 / Hour
Non-Peak Hours (12:00 PM to 6:00 PM)	₹2500 / Hour	₹3500 / Hour

* Additional charge of ₹500 per hour will be charged as electricity expense.

Member's Signature:

Secretary's Signature:

Date of Booking:

Time:

Number of Persons Invited:

Membership Number:

(The management reserves the right to cancel the booking or not accept this request. The reservation is subject to availability of the Banquet Hall and is allotted on first cum first basis.)

- Total number of guests allowed in the inside hall would be up to 50 persons and in the outside hall would be up to 150 persons only. If the number of persons exceed this regulation the management committee reserves the right to penalize vide seizing the deposit and take necessary legal action as deemed right.
- Outside catering is not allowed. The member can and only avail the catering facility of the restaurant which is run by Radha Krishna Shetty. Failing which the management has the right to cancel the booking and the responsibility lies on the member.
- The member booking the banquet hall must manage a valet parking facility for their guest. The guests visiting other than the members of the club are not allowed to park their vehicle in the parking facility of the club.
- The guest visiting the banquet hall are not allowed to visit or roam in the club premises. Any damage to the property caused by such a guest would have to be borne by the member booking the banquet hall.
- In any circumstances the member or the guests fails to abide by the rules and regulation of the club, the management reserves the right to take necessary action on the member.
- Please note the club is a non-smoking facility and no one can smoke in the club.
- No music or instrument can be played in the banquet hall.
- No decorations are allowed in the banquet hall. Any damage to the facility would have to be borne by the member booking the hall.
- No illegal activity as per the state laws is permitted.

I Acknowledge and Accept:

(Member's Signature)