

Request for Reservation of the Guest Room

To,
The Secretary,
The Surat Tennis Club,
Surat.

Receipt No.: _____
Date: _____
Phone: _____
Mobile No.: _____

Dear Sir,

I the undersigned Mr./Mrs./Miss _____, a member of The Surat Tennis Club and my membership number is _____. I don't have any outstanding towards the annual maintenance fees for the current year.

- 1) Total Rooms Requested: _____
- 2) From Date: _____ To Date: _____ Total Number of Days _____
- 3) Purpose: a) Social b) Business c) Other (Please specify): _____

I have read the instructions with rules and regulations for the reservations of Guest Room and are accepted by me.

Kindly collect/charge the guest occupying this room for food and laundry service to me / guest.

I am submitting/enclosing ₹ _____ per day as charges totaling ₹ _____ vide cheque/cash. Kindly confirm my request for booking the room.

Guest Name & Address:

Cheque Number: _____ Bank Name & Branch: _____

Booked & Entered in Reservation Chart

(Subject to Revision of Rates)

Yours truly,

(Member's Signature)

Note: The member is requested to go through the rules and regulations before reserving the room. Post reservation no dispute or argument thereof will be entertained or heard.

All disputes are subject to Surat Jurisdiction.

Rules Regarding Booking of Guest Room

1. The room booking facility is only available to members and those members who have no outstanding towards the maintenance fees of the Club.
2. The rooms allotted for reservations are subject to approval with the condition of first cum first basis.
3. The management reserves the right to cancel 2 rooms in exceptional circumstances, when all the 10 rooms have been booked. The advance or the deposit will be refunded in full for such cancellation.
4. Charges will be as per tariff in force. Tariff if revised will be applicable to all advance bookings also from the date of reservation.
5. Not more than 4 rooms shall be allotted to a member. However group booking with special permission from the management can be done depending on availability.
6. Online request for bookings are confirmed only against payment of advance by Credit/Debit Card, Internet Banking at the Club's office/reception and receive the confirmation letter for the booking.
7. It is mandatory for Members/Guests to carry a reservation confirmation letter, valid photo identity and advance receipt paid at the time of check-in without which a room may be denied.
8. In case a room is reserved and will be occupied by a secondary member or member's guest, it is mandatory for them to carry a signed authorization letter from the primary member clearly stating that any residual bill value or liability arising out of unpaid bills will have to borne and paid by the member or guest checking-in and cleared without any debate.
9. Were a reservation is made for an Affiliated member, it is mandatory for the Affiliated member to carry a signed and stamped authorization letter from the original Club to which the Affiliated member belongs.
10. Booking for rooms can only be done 3 months in advance. In case of any member desiring to book the rooms more than 3 months in advance, then specific written permission of the management will be required and reservation can be done.
11. Rooms can be occupied for a maximum period of 15 days at a time.
12. Request for extension of stay shall be given in writing by member and may be considered strictly subject to availability of rooms and at the discretion of the The Surat Tennis Club management. A room change may be necessary in case it is pre-allocated to another guest.
13. All dependent members will be allowed to stay in the room subject to written request by the primary member.
14. The resident members shall ensure that they and their guests are properly dressed while in the Club.

15. Resident members are entitled to receive visitors in their rooms from 7:00 am to 12:00 am on all days except during special occasions & functions as may be notified by the Hon. Reg. Secretary.
16. Maximum guests permitted to stay in a room:
 - a) Double Room - 2 Adults plus 2 Children or 3 Adults.
 - b) Suite Room - 3 Adults plus 3 Children or 4 Adults.
17. No guests are allowed to use the swimming facility at the Club.
18. The Club or its management is not responsible for any valuables kept in the room.
19. Full day room charges will be applicable in the event that any room is not vacated 2 hours beyond the Club check-out time.
20. The Club shall not take any responsibility in the event any members or their guest is not in a stable mental state.
21. Booking can be canceled only by the member in person, in writing and in advance. Cancellation charges will be as per the rules laid down by the Club management.
22. The Surat Tennis Club management reserves the right to allocate rooms to all members and guests at the time of check-in. Guests may not demand specific room numbers and the rooms will be offered strictly subject to availability.
23. The guest room charges are ₹2000 plus daily guest fee of ₹200, totaling ₹2200+GST.
24. For extra bed ₹500+GST will be charged on top of the room charges.
25. Cancellation charges policy:
 - a) 100% Cancellation Charges - When intimation for cancellation is received before 48 hours from the time of check-in.
 - b) 50% Cancellation Charges - When intimation for cancellation is received between 3 days to 29 days from time of check-in.
 - c) 20% Cancellation Charges - When intimation for cancellation is received before 30 days from time of check-in.
26. The Secretary is empowered to cancel any booking, in emergency of reserved accommodation giving 24 hours notice to the concerned member. On cancellation by the management, the member will be entitled to full refund of amount paid by him/her.
27. The check-in time is 12:00 pm and check-out time is 10:00 am.
28. Refund should be taken within 30 days of settlement of chamber bill.
29. In case of any date change, the same is to be done by submitting a written request and will/may be sanctioned by the Secretary, subject to availability of the room.
30. Affiliated members are not allowed to book rooms for guests.
31. For room reservation first preference will be given to members and their guests.
32. No get-together or functions will be permitted in the Club guest rooms.

33. Smoking is strictly prohibited in Club guest rooms. Only those having a valid permit may consume alcohol in the room.
34. For the safety and security of our members and guests, the Club does not permit lady visitors inside any rooms occupied by a sole male occupant. We seek your co-operation in this sensitive matter and request meetings to be restricted to any public areas and restaurants within the Club premise.
35. All outstanding dues will have to be settled at the time of check-out.
36. The resident members are requested to leave the room key at the reception while going out from the room and not to take the room keys out of the Club premises under any circumstances.