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**RESERVATION FORM FOR BANQUET HALL – EMERALD**

<b>BOOKING DATE :</b>					
<b>NAME :</b> _____					<b>Date :</b>
<b>ADDRESS :</b> _____					<b>Time :</b>
_____					<b>Pax :</b>
_____					<b>Menu :</b>
<b>PHONE :</b> _____					
<b>S.NO</b>	<b>Particulars / Description</b>	<b>Rate</b>	<b>Charges</b>	<b>Total Hall Rent</b>	
1	Hall Charges (3 Hrs)			<b>Food</b>	
2	Projector –Per Hour			<b>Tax / Others</b>	
3	Additional Per Hour			<b>Total</b>	
				<b>Advance</b>	
				<b>Balance</b>	
		<b>Guest Sign</b>	<b>Hall in charge/Fo sign</b>	<b>GM Sign</b>	

I / We agree that I will abide by the terms and conditions as below of this form & conform that I have inspected the banquet hall and agree as per the terms and make 50% deposit failing which the premises may not be guaranteed.

The Management reserves the to amend/change the price, terms & conditions form to time depending on the business of the hotel.

## **TERMS AND CONDITIONS FOR USAGE OF BANQUET HALL:-**

1. Any Customer/Representative/Company wishing to make reservation of the Banquet Hall for meeting/Seminar/Function should read the procedure and charges being levied by the Kohinoor Hotels and then fill up the form well in advance, and pay hire charges 15 days in advance before the date of the function.
2. Charges for the Banquet Halls for minimum of three hours. If it is required for longer than three hours or any part thereof, further charges for every one hour will be levied. However, the booking may be extended for one hour on payment of prescribed charges for one hour on the same day, only if there is no booking for next session or previous session.

## **CANCELLATION:-**

3.A) In case of Notice for Cancellation of booking in writing duly signed by the Customer is received within 7 days from the date of booking, the entire amount towards Hire Charges of booking shall be forfeited/charged.

B) In case of Notice for Cancellation of booking in writing duly signed by the Member is received within 7<sup>th</sup> days and 10<sup>th</sup> days prior to the date of booking, 50% of Hire Charges of booking will be charged towards cancellation.

C) In case of Notice for Cancellation of booking in writing duly signed by the Member is received, 30 days prior to the date of banquet hall booking (excluding the date of booking), full amount of Hire Charges will be refunded.

4) Guest Companies hiring banquet halls are not permitted to stick any paper, balloons, picture etc, on the wall, ceiling or curtains. In case of any damage caused to the Property of the Club House, the administration cost will be recovered. Compensation for such damages or disfiguration.

5) Members/Guest/Customers are not allowed to bring dogs or any other types of pets or Animals in the Club House premises.

6) In the event of Test Match/World cup cricket Match to be played there will noise/screaming/yelling or disturbance.

7) Parking space of vehicles/of the visitors to the banquet hall will be limited and will be the responsibility of the guest.

8) Customer/Guest organizing a party/Function in the Banquet Halls /shall make all the balance payments due on account or any other charges before the end of the Party/Function.

9) Playing Bands in the Club Houses premises is not permitted. However; playing music including singing inside the Banquet Hall is permitted, provided it does not disturb others.

10) The prevailing Banquet Hall charges are subject to the revision from time to time by the managing Committee of the Hotel without any advance notice and they will be liable to pay the increase, if any, on the said Banquet Hall/Menu Charges for their above booking.

11) The hall must be inspected before and returned in same condition as it was, any damages to the belongings or property will be have to be paid by the guest.