

PERMISSION FOR HOLDING FUNCTION IN THE SOCIETY PREMISES

Dear Sir / Madam,

I / We have to arrange a function on account of _____ on _____ between _____ hrs. to _____ hrs. in the society premises. The location is _____ (Adjacent to Generator Room / Office Extension / Flat No _____). I/we hereby undertake to: -

1. Abide with all the T&C of the society while conducting the above-mentioned function.
2. Clear all pending Society dues as on date, before submission of this application for grant of permission to hold the proposed function.
3. Make payments of all society charges (in advance) required for the proposed function.
4. Ensure that the visitor's vehicles are parked outside the rear gate. (I understand that my guests will be permitted to enter via the rear gate).
5. Ensure that guests are restricted only to the function venue and do not loiter around anywhere else in the society premises (particularly the lawns). In case of any damage to horticulture / green areas / flower beds, be liable to pay for damages as decided by the society.
6. Be responsible for all compliances (particularly with respect to security) for guests permitted to enter from the rear gate.
7. During a function, all guests of the member/resident will have to be compliant with all aspects of the T&C of the society. See paragraphs on Vehicle Parking, Security (rear gate), Noise Pollution and Horticulture.

(Delete below as Applicable)

For Functions Adjacent to Generator Room

I understand that: -

Erection of tent/shamiana(s) and cooking will be done only at the place earmarked for holding the function by the society (i.e. cooking will be done at the rear of the generator room and the tent/shamianas will be erected at the front and side space of the generator room only).

I have to terminate the function by midnight and ensure that the DJ/music systems, if used at the function, shall be stopped at 2200 hrs. I have to play music at a low volume to avoid inconvenience to the residents. **Any complaint received from any resident in this regard will result in termination of the function, after one 'caution'.**

I have to ensure that there is no damage to the floor /road at the function area for erection of tent/shamiana. In case of damage, a lump sum amount of Rs 2500/- will be paid for repairs of the same.

I have to ensure that waste / garbage is disposed off in litter bins only.

I hereby submit a payment of Rs 7,000/- by cash / cheque (no _____ dated _____) for the function, as per the details given below.

- (a) Rs 3500/- as Advance payment (to be adjusted against society charges).
- (b) Rs 3500/- Security Deposit (refundable) against any damage caused to the common property as per the decision taken by the management committee. The member/resident is liable to forfeit the security deposit in part or full in case of damages or non-compliance of the T&C.
- (c) Electricity and Water charges will be given as per actual consumption.

For Functions in the Office Extension (OE)

I understand that: -

The OE can be booked and used for 4 hours (short duration) or up to a max of 8 hrs. (long duration) and not later than 2200 hrs. (whichever, is earlier). Charges for short / long duration functions are as given below.

Smoking is not permitted in the room.

Outside furniture will not be permitted. Requirements for the room will be met within Office resources.

While a sound system can be used, the music / noise should not be audible outside the room. **Any complaint received from any resident in this regard will result in termination of the function, after one 'caution'.**

Precooked food may be given. In case of freshly cooked food, cooking is not permitted in or adjacent to the OE and is to be carried out in an area adjacent to the generator room designated for the purpose. Litter bins are to be used to ensure cleanliness. Stains to walls, flooring or furniture will be chargeable.

Decorations if used are to be removed on completion of the function. Nails are not to be used on the walls or doors. Damages, if any, will be chargeable.

I hereby submit a payment of Rs 7000/- / Rs 3500/- (for Long / Short events respectively) by cash / cheque (no _____ dated _____), as per the details given below.

- (a) Rs 3500/- (Rs 2000/- for Short events) as Advance payment (to be _____ adjusted against society charges).
- (b) Rs 3500/- (Rs 1500/- for Short events) Security Deposit (refundable) against any damage caused to the common property as per the decision taken

by the management committee. The member/resident is liable to forfeit the security deposit in part or full in case of damages or non-compliance of the T&C.

(c) Electricity and Water charges will be given as per actual consumption.

I will coordinate with the Supervisor overseeing the function for all matters.

Thanking You

Yours Sincerely

Date: _____

All society dues cleared and necessary payments have been made.

Recommended / Not Recommended

Date: _____

Office Supervisor

Approved / Not Approved

Date: _____

(Secretary)