

MOYNAMOTI LOUNGE

BOOKING FORM

01. **NAME OF THE APPLICANT:** **MEMBERSHIP NUMBER:**

02. **DATE OF USE:**

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DAY:

TIME SLOT: 10:00 AM TO 3:00 PM 6:00 PM TO 11:30 PM

03. **RENTAL CHARGE:**

a)	FOR MEMBERS, THEIR SPOUSES & CHILDREN	Tk. 4,000
b)	FOR NON MEMBERS	Tk. 7,000
APPLICABLE CHARGE: Tk. _____		In words: _____

04. **PURPOSE OF USE:**

05. **THE PROGRAMME/FUNCTION WILL BE ATTENDED BY:** **PERSONS**

06. **MAXIMUM ACCOMMODATION OF THE LOUNGE IS 16 (SIXTEEN) PERSONS ONLY.**

07. **NO EXTRA SOUND SYSTEM/PA SYATEM WILL BE ALLOWED.**

ANY WRONG DECLARATION WILL BE TREATED AS VIOLATION OF THE RULES FOR WHICH MAY LEAD TO DISCIPLINARY PROCEEDING

I ALSO CONFIRM THAT I HAVE READ AND AGREED THE TERMS & CONDITIONS.

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SIGNATURE OF THE MEMBER	DATE	TIME

CONTACT NOS. (RES.) (OFFICE) (CELL)

(FOR OFFICIAL USE ONLY)

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OFFICIAL	MANAGER (ADMIN)	SECRETARY	MEMBER-IN-CHARGE OF ADMINISTRATION

ENCLOSURE: APPLICABLE TERMS AND CONDITIONS.

MOYNAMOTI LOUNGE

TERMS AND CONDITIONS

01. Booking of the Lounge should be made at least 72 hours in advance in the prescribed form available with the Club Office.
02. **Rental Charges:**
 - a) Tk. 3,000 for Members, their Spouses and Children (per time slot)
 - b) Tk. 6,000 for Non Members (per time slot)
03. The Lounge will not be rented out for Political meetings or any program that against club rules.
04. Club function days and Club holidays (i.e. on the day of Eid-UI-Fitr, Eid-UI-Adha and the day before Shab-E-Barat & Shab-E-Qadr).
05. Accommodation will be restricted to maximum 16 persons.
06. **Time Slots:**
 - a) Day Time : From 10:00 am to 3:00 pm
 - b) Evening Time : From 6:00 pm to 11:30 pm
07. Guests are restricted within the Moynamoti Lounge only.
08. Vehicles of the guest will be parked outside the boundary wall of the Club.
09. Domestic help (Servant, Aya and Driver) is not allowed inside the Moynamoti Lounge.
10. The Club will provide Food items as per the suggested menu and charge will be debited to the member's Club account. Food order must be placed at least 24 hours before the party scheduled.
11. Additional decoration and lighting is not allowed. Any damage of the property will be charged to the member's account.
12. **No Extra Sound System/PA System will be allowed.**
13. **Cancellation Charges:**

	After confirmation of booking (after signing of booking form)	- 20% charge of the tariff
(In terms of the Client)	Within 48 hours of holding the programme	- 50% charge of the tariff
	Within 24 hours of holding the programme	-100% charge of the tariff
14. Uttara Club reserves the right at its sole discretion to cancel any booking if it is deemed to hamper the interest or image of the Club or for any emergency.

ANY WRONG DECLARATION WILL BE TREATED AS VIOLATION OF THE RULES FOR WHICH MAY LEAD TO DISCIPLINARY PROCEEDING.