

ACME LOUNGE

TERMS AND CONDITIONS

01. Booking of the Lounge should be made at least 72 hours in advance duly filled in the prescribed form available with the Club Office.
02. **Rental Charges:**
 - a) Tk. 5,000/- for Members, their Spouses and Children and Tk. 6,000/- for using by Persons other than those mentioned (day time)
 - b) Tk.7, 000/- for Members, their Spouses and Children and Tk. 8,000/- for using by Persons other than those mentioned (evening time)
03. The Lounge will not be rented out for Political Meeting, any Anti-Social Program or any such activity or any program for which any sort of fee is charged.
04. The Lounge will not be rented out on Housie evenings (Wednesdays), Club Function days and Club Holidays (i.e. on the day of Eid-UI-Fitre, Eid-UI-Azha and before the day of Shab-E-Barat & Shab-E-Quadre).
05. Accommodation will be restricted to maximum 40 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
 - c) Tariff will be double for booking both the time slots.
07. Guests are restricted within the Tulip Lounge only.
08. Vehicles will be parked outside the boundary wall of the Club.
09. Domestic help (Servant, Aya and Driver) is not allowed inside the Tulip Lounge.
10. Erection of separate gate is not allowed. Also decorator & other personnel will not be allowed to use lift.
11. Food arrangement from outside is usually not permitted, **however, self arrangement by the party organiser may be allowed with additional payment of Tk. 100/- per person beside other charges.**
12. 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 48 hours before the party scheduled.
13. The Club will provide Buffet Food Station, Service Waiters, Chairs, Round Tables with White Cover & Merun Jhalor and Crockery/Cutleries @ Tk. 80 per person. Items other than those may be arranged as per requirement on payment of additional charges as applicable.
14. External decoration and lighting is not allowed. Arrangement of interior decoration may be made on payment of usual charges. Any damage of wall or any part of the Lounge will be charged to the member's account.
15. **No Sound System will be allowed.**
16. 10% surcharge on food and beverage items and 15% Govt. VAT will be applicable for lounge rent.
17. In case of any emergency or unavoidable circumstances, **Club Authority reserves the right to cancel the booking with 24 hours notice.**
18. **Cancellation Charges:**

	After confirmation of booking (after signing of booking form)	- 20% charge of the tariff
(In terms of the Client)	Within 72 hours of holding the programme	- 50% charge of the tariff
	Within 24 hours of holding the programme	-100% charge of the tariff
19. Uttara Club reserves the right at its sole discretion to cancel any booking with proper intimation if it is deemed to hamper the interest or image of the Club or for any emergency.
20. **ADVANCE BOOKING MONEY: Members will be required to make an advance payment of 50% and guest will be required to make an advance payment of 80% of the total cost(Lounge rent & Food).Rest of the payment will be required to make on the day of the program.**

Signed by member concerned _____
