

**IPDC 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. 8,000/- for Members, their Spouses and Children and Tk. 10,000/- for using by Persons other than those mentioned (day time)
  - b) Tk. 10,000/- for Members, their Spouses and Children and Tk. 12,000/- for using by Persons other than those mentioned (evening time)
03. The Lounge will not be rented out for Political meeting or any program that goes 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 of Shab-E-Barat & Shab-E-Qadr).
05. Accommodation 50-60 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 day long booking.
07. 10% Service Charge and 15% Additional Food Tariff and 15% Govt. VAT will be applicable for lounge rent.
08. Vehicles will be parked outside the boundary of the Club.
09. Domestic help (Domestic Worker, Aya and Driver) will not be allowed inside the IPDC Lounge.
10. Decorator and other worker will not be allowed to use lift.
11. Food arrangement from outside is usually not permitted, **however, arrangement by the party organizer may be allowed with additional payment of Tk. 100/- per person.**
12. The Club will provide food items as per suggested menu and charge will be debited to the member's Club account. Food order must be placed at least 72 hours before the party schedule.
13. The Club will provide Buffet Food Station, Service Waiters, Chairs, Round Tables with White Cover & Maroon trills and Crockery/Cutleries @ Tk. 80 per person. Items other than those may be arranged as per requirement on payment of additional charges.
14. External decoration and lighting is not allowed. Arrangement of interior decoration may be made on payment. Any damage of wall or any part of the Lounge will be charged to the member's account.
15. **PA equipment or Sound System may be allowed with low volume subject to arrangement by the sponsoring member concerned, but an additional amount of Tk. 6,000.00 will be applicable for the same as utility charges.**
16. In case of any emergency or unavoidable circumstances, **Club Authority reserves the right to cancel the booking by giving 24 hours' notice** in advance.
17. **Cancellation Charges:**

After written confirmation of booking	- 20% of the tariff
Within 72 hours of holding the programme	- 50% of the tariff
Within 24 hours of holding the programme	-100% of the tariff
18. Uttara Club management reserves the right to cancel any booking with proper intimation if it is deemed to hamper the interest or image of the Club or for any emergency.
19. Members are requested to arrange this own event manager/decorator or Contact club office for assistance.
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 \_\_\_\_\_