

MOYNAMOTI 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. 4,500.00 for Members, their Spouses and Children (per time slot)
b) Tk. 7,500.00 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 20 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. Vehicles will be parked outside the boundary wall of the Club.
08. Domestic help (Servant, Aya and Driver) is not allowed inside the Moynamoti Lounge.
09. 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.**
11. 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.
12. 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.
13. **No Sound System will be allowed.**
14. 10% Service Charge and 15% Additional Food Tariff and 15% Govt. VAT will be applicable for lounge rent.
15. In case of any emergency or unavoidable circumstances, **Club Authority reserves the right to cancel the booking with 24 hours' notice.**
16. **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
17. 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.

18. **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 _____