

ROOFTOP
TERMS AND CONDITIONS

01. Booking of the Rooftop 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. 5,000.00 for the Members, their Spouses and Children exclusively (per time slot)
b) Tk. 8,000.00 for Non Members (per time slot)
03. The Rooftop 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 Rooftop 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 50 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. Guests are restricted within the Rooftop only.
08. Vehicles will be parked outside the boundary wall of the Club.
09. Domestic help (Servant, Aya, Personal Staff and Driver) will not be allowed at the Rooftop.
10. Decorator & other personnel related to sound; light, photography, video etc. 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.
13. The Club will provide Buffet Food Station, Service Waiters, Chairs, Round Tables and Crockery/Cutlery. Items other than those may be arranged as per requirement on payment of additional charges as applicable.
14. 5% Vat Food and 15% Service Charge & Additional Food Tariff Charge and 15% Govt. VAT will be applicable for lounge rent.
15. **SOUND SYSTEM IS NOT ALLOWED.**
16. In case of any emergency or unavoidable circumstances, **Club Authority reserves the right to cancel the booking with 24 hours notice.**
17. **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
18. 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.

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 _____