

UCB FAMILY 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. 60,000.00 for Members, their Spouses and Children (per time slot)
b) Tk. 125,000.00 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. **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. 7,500.00 will be applicable for the same as utility charges.**
05. 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).
06. Accommodation 250-300 persons..
07. **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.
08. Guests should use only the Western Entrance of the UCB Family Lounge and must remain in the ground floor only.
09. Vehicles will be parked outside the boundary wall of the Club. Drivers are not allowed in the UCB Family Lounge.
10. Lighting on the Annex Building, inside the boundary wall and the South-Western Porch of the main building may be provided by the Club for using the existing lighting facility and 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 members account.
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 the 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 scheduled.
13. The Club will provide Buffet Food Stations, Service Waiters, Chairs, Round Tables & Crockery/Cutleries @ Tk. 80 per person. 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. 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. Members are requested to arrange this own event manager/decorator or Contact club office for assistance.
19. **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 _____