

Name.....
 Address.....

 Membership No.....
 Telephone No.....
 Date.....

To,
 The Secretary
 Defence Services Officers' Institute
 Dhaula Kuan
 New Delhi-110 010

PARTY BOOKING

DEAR SIR,

- I wish to book a Venue at DSOI premises for a party and shall be grateful if necessary permission is accorded and arrangements are made accordingly.
- The details are given below :-

Date
 Time
Event (Please tick appropriate column)

(LUNCH / DINNER / WEDDING / RECEPTION / COCKTAILS)

No. of Persons
 Venue Required
 Relationship (Please specify)

SELF / SON / DAUGHTER

REAL BROTHER / REAL SISTER

OTHER RELATIVE NAME & RELATION :.....
 NAME OF BRIDE :.....
 DOB OF BRIDE :.....
 NAME OF GROOM :.....
 DOB OF GROOM :.....

Advance Paid Rs _____ RCV No _____ Dated _____

Thanking you,

Yours faithfully,

(Signature of member)

Undertaking by the Member

- I hereby undertake NOT to invite any foreign guest for the function for whom permission has not been accorded by the MI Dte, through the DSOI.
- I hereby certify that in the wedding party :
 - NO Civil band, Dhole, Ghori, Doli/Palki, Gas lights etc. will be brought inside the Institute premises.
 - NO bhangra will be performed within 50 meters of the entrance gate and there will be no loud music on the loud speakers.
 - NO type of Dance will be performed inside the DSOI lawn etc., other than inside the Banquet Hall and Silver Room.
 - NO liquor will be served by the hosts to guests within the premises of the Institute.
- No refunds will be given for any arrangements not utilised due to inclement weather.
- I certify that I have read the party rules given at the reverse & received one copy of the same.

(Signature of Member)

(FOR OFFICE USE ONLY)

		Signature
1. Party Manager	- Space available or not Yes/No
2. Bills Manager	- Member Active/outstation. He is not defaulter/ on credit stop list
3. Coord F & B	-
4. Billing Clerk	-

PARTY RULES

1. A member can book the venue only for his personal party. Parties in connection with private organisations/ associations are not permitted in the Institute.
2. Maximum of 10% guests, in excess of the booking will be catered for. In case the guests increase by more than the 10% the Institute will not be responsible to cater for them.
3. In case feasible and on request by the member, food will be served to extra guests over and above the number booked and the number will be billed accordingly.
4. Booking on telephone will not be taken as confirmed booking. Booking will be confirmed **ONLY** on payment of advance.
5. The venue charges will be deposited at the time of booking. In case of change in date, the member will have to cancel the original booking on which cancellation charges will be levied, and make fresh booking.
6. All parties are to be fully prepaid one week in advance. Only on receipt of full payment the party will be organised. All party payments will be by Cash/DD/Cards. Cash payments are acceptable only upto Rs. 10,000.00. Payments by local cheque is acceptable only more than 10 days prior to the party date.
7. In case of cancellation, Party venue charges will be refunded as per following cancellation charges:

(i) 08 weeks and above	-	20% of the Rental charges.
(ii) 04-08 weeks	-	25% of the Rentals.
(iii) Less than 4 weeks	-	50% of the Rentals.
(iv) 03 days or less	-	75% of the Rentals.
(v) On day of function	-	full rental amount and food charges.
8. In case of cancellation one day in advance and on the day of the party, **20%** and **50%** of the total cost of the menu will also be charged respectively.
9. Members can book parties as per the following rules:
 - (a) For his real brother/sister by paying **15%** extra on the total bill.
 - (b) For other relations **30%** extra on the total bill.
10. Members booking parties on Tuesday and closed holidays of DSOI will have to pay the following additional charges:
 - (a) Surcharge - Rs. 1000.00
 - (b) Double ED pay of staff detailed for the party.
11. Foreign guests, for whom prior clearance has not been obtained from the MI Dte through the DSOI, will NOT be invited for the parties. A minimum of 10 days notice is required by the DSOI in such cases. Application forms are available with the Establishment Section of DSOI.
12. Afternoon parties must be over by 1500 hrs and evening parties by 2300 hrs. If this limit is exceeded the late charges will be levied per hour or part thereof @ Rs. 2000/- /hour.
13. Loss or breakages of crockery, cutlery, glassware etc. will be paid for by the member booking the party.
14. Hanging of buntings/balloons/etc and putting nails on walls/door/frames of party rooms is prohibited. Loss/damage to the DSOI property e.g. flower pots, carpets, furnishings, fittings etc., will be paid for by the member booking the party.
15. The host is to be present till the completion of the party and will be responsible for the conduct of his guests.
16. Ghori, Palki, Dhole, Gas lights, Bhangra, any type of Dance, Singing songs is not permitted within the Institute premises. Services Military band (Pipe band only) and Shehnai is permitted upto 2200 hrs only. Bhangra will not be performed within 50 mtrs of the entrance gate.
17. No civil band is permitted within the Institute premises.
18. No liquor will be served to civilians at any party.
19. No food will be served to the Military band playing for the function, drivers and any other staff.
20. No left over food will be taken home by the host member.
21. No refunds will be given for any arrangements not utilised due to inclement weather.
22. No mundan ceremony is permitted within the DSOI main buildings premises.
23. No hawan or other such ceremony is permitted in the party rooms including the Banquet Hall.
24. No pandit/granthi etc is permitted within the DSOI main buildings premises (Blue & Green Rooms).
25. Members are not permitted to bring any food item for the parties hosted by them.
26. In case of marriage/reception, one invitation card will be handed over to the Manager.
27. **Security Checks:** A member booking the Banquet Hall/Lawns will ensure that his guests are in possession of the invitation card and show them to the security staff at the entry gate while attending function at the DSOI. To avoid any embarrassment to him or his guests, he is advised to print on the invitation cards, "Kindly bring the invitation card for security reasons" and also brief them suitably.
28. I.....hereby give this undertaking that I will not raise any claim/compensation for cancellation of the function/Booking in DSOI due to reason beyond its control like Natural Calamity/ Force Majure/Strike by the employees or for any other reason.
29. In case any VVIP/VIP's attending the function, Member hosting the function will submit proper details and confirmation atleast a week before the party date. In such cases ED pay for additional staff will be paid by the Member.

Date :

(Signature of Member)