

Name of the Member/Resident.....

Flat No. ....

Date .....

To,

Hony. Secretary, AFNO Enclave  
Plot No.11, Sector-7  
Dwarka, New Delhi – 110075

**BOOKING OF 511 GUEST ROOMS**

Sir,

1 I intend to book the Guest House/ Rooms. The details are as follows:-

(a). Date (s) Required:-

(b). Accommodation Booked: All Guest Rooms /Brahmaputra /Narmada / Kaveri

(c). Number and details of Guests:-

Sl. No.	Name	Age
1		
2		
3		
4		

(d). Contact No.

2 Further, I have read (printed overleaf) and understood the instructions / Do's & Don'ts laid down by the society and will abide by these instructions.

3 I shall be responsible for the conduct of guests inside the campus and guest room. I understand that the Society will not own any responsible for safety of the belongings / valuables of guests during their stay in the campus.

4 I have paid the amount at Rs. ....only by Cheque no. .... Dated .....

Thanking you.

Yours sincerely,

## **RULES & DOS & DON'TS: GUEST HOUSE**

- 1 The guest rooms can be booked only by the members / residents.
- 2 The guest house can be booked either complete or room wise for a maximum period of 7 (seven) days.
- 3 All residents are entitled to book the accommodation, on first come first serve basis.
- 4 The individual booking the accommodation will be responsible for the bonafides and personal conduct of his guest (s). In case of unbecoming conduct of the guest (s), they will be asked to vacate the guest house.
- 5 The guest (s) will be book-in-out in the register maintained at the main gate / guest house.

- 6 The charges will be as follows:-

<b><u>Accommodation</u></b>	<b><u>Charges per day</u></b>	<b><u>Security Deposit</u></b>
Complete Guest House	Rs.3800/-	Rs.5000/-
Brahmaputra	Rs.1950/-	Rs.3000/-
Narmada	Rs.1300/-	Rs.2000/-
Kaveri	Rs.950/-	Rs.1000/-

- 7 The security deposit along with the charges for number of days for which the guest houses are booked are payable at the time of booking itself.

- 8 In addition to above, electricity charges will be paid as per actual usage indicated by meter. Meter reading is to be checked by the guest at the time of taking over and handing over of the guest rooms.

- 9 The booking will be confirmed only after payment of security deposit / booking charges.

- 10 Cancellation charges will be as follows:-

- (a). Cancellation up to 8 weeks = 10%
- (b). Cancellation up to 4 weeks = 25%
- (c). Cancellation up to 2 weeks = 50%
- (d). Cancellation up to 48 hours = 75%

- 11 In case of cancellation, deductions from advance paid (b) will be made. However, if part occupancy damages are noticed, the same will adjusted against the Security Deposit. The deposits including advance payment refunds will be effected after due adjustment.

- 12 Guests' vehicles are to be parked outside the rear gate of the Society.

- 13 Playing of loud music inside the guest house is not permitted. No music is to be played after 2200 hrs.

- 14 Putting of buntings, balloons etc on the walls of the guest rooms' walls are not permitted.