

Name of the Member/Resident.....  
Flat No. ....  
Date .....

To,

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

**BOOKING OF THAPA MEMORIAL HALL**

Sir,

1. I intend to book the THAPA MEMORIAL HALL for my personal use. The details are as follows :-

- (a) Dates required: .....
- (b) Morning / Evening / Full day:.....
- (c) Occasion: .....
- (d) Type of function: .....
- (e) Approximate Number of Guests: .....
- (f) Will Cooking be undertaken in THAPA MEMORIAL HALL? .....
- (g) Are services of hall caretaker required? .....
- (h) Will DJ be used in the function? .....
- (i) Will external DG set be hired for electrifications? .....
- (j) Contact No:-.....

(k) Payment :-                      **Security**                      **Booking Charges**                      **Total:-**

Details of Payment / Cheque.

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.

Thanking you.

Yours sincerely

**GENERAL INSTRUCTIONS TO BE OBSERVED**  
**BY MEMBERS BOOKING THAPA MEMORIAL HALL**

- 1 Functions in THAPA MEMORIAL HALL are to be booked by members and residents for personal functions only.
- 2 Type of Booking (For Routine Functions):-
  - (a). Thapa Memorial Hall half day:Rs 3250/- (08:30 to 15:00 hrs and 15:30 to 23:00 hrs)
  - (b). Community Centre (Outside of TMH) full day: 4900/- per day
- 3 Booking for Marriages / Receptions etc: Rs. 13500 per function.
- 4 Advance deposit: Rs. 3000/-, for normal function Rs. 6000 for marriage type function will be payable at the time of booking. Full charges for the booking will be paid in advance at the time of booking. The amount will be refunded after deducting cost of cleaning (if required), Electricity Charges (as per meter) and damages (if any).
- 5 The Member/Resident to ensure that:-
  - (a). Cooking is to be undertaken only in the cook house and rear of Thapa Memorial Hall, which is to be kept clean & handed over in clean condition.
  - (b). Tents can to be erected after obtaining specific approval of MC.
  - (c). The helping staff is to use toilets behind the kitchen only.
  - (d). The security of Hall property is the responsibility of the user.
  - (e). No disturbance should be caused to the residents.
  - (f). The Guest cars are to be parked outside the society premises.
  - (g). No decoration on wall and ceiling and walls in the Thapa Memorial Hall are permitted.
- 6 Handing over / taking over of Hall will be undertaken with the caretaker.
- 7 DJ loudspeakers will be switched off by 2200 Hrs. Party off timings is 2300 hrs No.
- 8 For parties extending beyond 2300 hrs, late party charges of Rs. 1000/- per hour for normal party and Rs. 2000 per hour for marriage will functions will be charged.
- 9 Rs. 500/- will be charged for cleaning in case the area is not handed over clean.
- 10 Cancellation charges will be as follows:-
  - (a). Cancellation up to two months – no charges.
  - (b). Cancellation upto one month -10 %.
  - (c). Up to one week – 25%.
- 11 Loading /off loading of furniture and decoration will be undertaken between 0700 and 1900 Hrs only.