



COSMOPOLITAN CLUB (Regd.)

22nd Cross, 3rd Block, Jayanagar, Bangalore-560 011,
Ph: 26630093, 26630682, 26631097, E-mail: cosmoclubjnr@gmail.com

Application for Reservation of Guest Rooms

DATE:.....

To,
The Hon. Secretary,
Cosmopolitan Club,
Jayanagar, Bangalore-11

For kind Approval from
The Hon.Secretary

Sir,

Sub: Application for Reservation of Big Party Hall/ Mini Party Hall/ Conference Hall/ Sky Lounge

I requested you to kindly reserve Big Party Hall/ Mini Party Hall/ Conference Hall/ Sky Lounge for arranging a party on _____ for Morning session (11 am to 3 pm)/ Evening Session (6 pm to 11 pm) For the purpose of:

- (a) Birthday (b) Conference/ Meeting (c) Get-together (d) Others (Specify)

Type of Halls Charges are inclusive of Taxes

1.	Conference Halls	Rs 3000/-	<input type="checkbox"/>
2.	Mini Party Hall	Rs 4000/-	<input type="checkbox"/>
3.	Party Hall	Rs 9000/-	<input type="checkbox"/>
4.	Sky Lounge	Rs 30000/-	<input type="checkbox"/>

Conditions

- Must enclose a Copy of Member I.D Card issued by the Club.
- Reservation will be done only on payment of full rent in advance which is non-refundable. However, if written cancellation is done 3 days (72 hours) prior to function date, the deposit can be adjusted towards future booking by the members which falls within 6 months of date of date of function for which booked the Hon Members may please note that they can avail opportunity of extension of function date only once.
- The maximum capacity fixed for the Big Party Hall – 65 guests, Mini Party Hall -25 Guests, Conference Hall – 15 Guests and Sky Lounge – Seating Capacity 75 Guests/ Floating Capacity around 150 Guests.
- The maximum occupation may be relaxed to an extent of 30% subject to payment of Rs. 50/- per head.
- Under no circumstances more the maximum number of guest fixed/ relaxed cannot be entertained in the Party Hall.
- Outside food & Liquors are strictly prohibited.
- Menu has to be ordered in ADVANCE with club canteen contractors only Mob No. 9901347311/7996504945- Kumar (Bhoomika Cat) Mob No. 9113675114-N Appaji (SRH Kitchen) for Veg & Non-Veg food indicating the No. of persons. (For less than 10 persons, food will be served on a la carte basis, Juice and chats contact Mob No. 9880281882-Krishnamurthy.
- Music system from outside is not allowed and it will be provided by the Club.
- Decoration any occasion inside the Party Halls is strictly prohibited, No Extra illumination, outside furniture's not allowed and only Simple balloons decoration for birthday party.
- The Hon Member (host) should be present during the programme and is responsible for the maintenance of peaceful atmosphere during the function. In case of any misbehavior / misconduct untoward incidents happens, action against the host members will be initiated as per the provisions of Cub Bye-laws.
- For any loss of personal belongings, the Club will not be held responsible.
- Guests Cars are not allowed inside the club car parking area; however, they can make use of pay & park facility provided by M/s Amoeba on 10th main road, subject to availability of parking area. (west gate entry of the club)
- I, the undersigned has read the above conditions and do abide by the same.

Undertaking

Further I will also ensure that the Guests strictly adhere to the Dress Code as prescribed by the Club by-laws (See Annexure)

Member's Name and No.

Mobile No.

Member's Signature: