

**PARTY BOOKING FORM**

S. No.....

Date:.....

1. Name of the Member/Government Department .....

Name of Guest to be sponsored (if applicable) .....

Membership No : ..... Mobile No..... Email Id .....

a) Date of Party ..... b) Occasion..... c) No. of Persons.....

2. Venue required: - (Please tick in the appropriate box)

FACILITIES	MEMBER'S RATE		PLEASE TICK ✓	GOVERNMENT DEPARTMENT'S RATE		PLEASE TICK ✓	PERMANENT MEMBER'S GUEST RATE		PLEASE TICK ✓
	RATE PER DAY (Rs)	Refundable Security deposits (Rs)		RATE PER DAY (Rs)	Refundable Security deposits (Rs)		RATE PER DAY (Rs)	Refundable Security deposits (Rs)	
A) Banquet Hall 1 (25 pax) (1st Floor Annexure Old Cafeteria)	600	N/A		1200	N/A		1500	N/A	
B) Banquet Hall 2 (30 pax) (1st Floor New Block)	2000	N/A		5000	N/A		5000	N/A	
C) Banquet Hall 3 (30 pax) (2nd Floor New Block)	2000	N/A		5000	N/A		5000	N/A	
D) Banquet hall 4 (50 pax) (1st Floor New block)	5000	N/A		7000	N/A		10000	N/A	
E) Multi Utility Hall (100 Pax)	N/A	N/A		15000	5000		N/A	N/A	
i) Main Event Day				7500			N/A	N/A	
ii) Day required for decoration or dismantling	N/A	N/A					N/A	N/A	
F) Swimming Pool Deck Area	10500	10500		N/A	N/A		N/A	N/A	
G) Suite Room	1500	N/A		1500	N/A		1500	N/A	
H) VIP Room	1000	N/A		1000	N/A		1000	N/A	

1) Kaziranga Greens (Main event day)	42000	10500		78750	19688		210000	52500	
2) Kaziranga Greens (1 Day for decoration)	10500	N/A		19688	N/A		52500	N/A	
3) Kaziranga Greens (1 Day for Dismantling of decoration)	42000	N/A		78750	N/A		210000	N/A	
<b>Total</b>	<b>94500</b>	<b>N/A</b>		<b>177188</b>	<b>N/A</b>		<b>472500</b>	<b>N/A</b>	

**3) Note:**

- The mentioned charge is only for the venue and is excluding the charges for other facilities such as Bar Counter, Projector System, PA System, Decoration, etc required at the venue.
- The Multi Utility Hall can be booked only to hold Official events.
- Refundable security deposits may be deposited in separate cheque.
- The area after the party must be cleaned in the next day itself and charges for 1-day venue required for dismantling are:

Dismantling of the decoration next day of the Main event (Only one day will be given) at Kaziranga Greens	upto 2 PM	upto 5 PM	upto 8 PM	beyond 8 PM	PLEASE TICK ✓ and DATE OF BOOKING
MEMBER'S RATE	10500	21000	31500	42000	
GOVERNMENT DEPARTMENT'S RATE	19688	39375	59063	78750	
PERMANENT MEMBER'S GUEST'S RATE	52500	105000	157500	210000	

**Kindly sign on the next page acknowledging CSOIA rules and regulations.**

Members Signature

Members Guest Signature

**4. Rules and Regulation:**

- a) A member (Permanent & Associate) can book the party only in his name. All Permanent Members can sponsor their guests to book the Kaziranga Greens/banquet halls for private parties.
- b) **No religious rituals of any kind will be allowed in the Swimming Pool Deck Area.**
- c) No cash payment will be made for party billings (catering/Tentage/decorations) only cheques. Full payment will be made on conclusion of the party by the member. Breakage of the crockery, cutlery, glassware etc will be recovered from the member as per book price of the article.
- d) **No decoration is allowed on the walls of the party room. Putting nails/tapes on walls/doors/frames is prohibited.**
- e) Catering by outside caterer not permitted.
- f) Member can book the party venue three month in advance of the event by filling up the party booking form and depositing the tariff including the security amount.
- g) Member booking the party, will have to ensure that the prescribed bar timing is strictly adhere 10.00pm.
- h) Taxes are applicable.
- i) Liquor/soft drinks/snacks/juices will be charged separately as per consumption.
- j) Capacity of the party venues should be strictly adhered to as per the booking. Maximum 10% guest in excess of the booking will be catered for. In case the guest increases by more than 10%. The institute will not be responsible to cater for them.
- k) Cancellation charges of 50% will be applicable on the rental before 7 days of the party and no refund will be made if the cancellation is done thereafter.
- l) i) **Band, Ghor, Palki, Gas Light, Bhangra, DJ etc are not permitted in CSOIA. Only soft instrumental music is permitted.**  
ii) **The member will be responsible for conduct & behaviour of his guest to ensure that the atmosphere of the institute is not compromised. Smoking & setting up of Pan stall/kiosk is completely prohibited at CSOIA. The bar service will close at 10.00 pm. If a guest gets drunk, the host will ensure his safe departure under escort from the rear gate of CSOIA. The parties will close at 10.30 pm & bill raised by CSOIA**  
iii) **Fireworks / Fire Crackers / Open Fire / Gas Blower / Sky Lantern / 'Fanush' (paper-made hot air balloon) are strictly prohibited anywhere in the venue and the premises.**
- m) The amount to be charged for the loss/damage to the CSOIA property e.g, flower pot, glass tables, furnishing, fittings etc will be as decided by Manager, CSOIA and it will have to reimburse by the member booking the party.
- n) **Parties are not to be organised for political, religious or commercial purposes.**
- o) Refundable security will be required to be made for every booking.
- p) No payment should be made for any item without catering a proper paid receipt from the management of the Institute. No refund will be given for any arrangement not utilised due to inclement weather. The party shall not be entitled for any refund or discount in the event failure of electricity or instrument or any such circumstances beyond the control of management.
- q) No leftover food can be packed for being taken home for the guest member.
- r) Member are neither permitted to bring their own liquor nor allowed to take liquor out of the Institute.
- s) The host will be personally responsible for code of conduct by his guests including their dressing attire and discipline. Any misbehaviour by guest with the staff at CSOIA will amount to violation of code of conduct which may lead to suspension of membership for six months. if repeated in subsequent parties, the membership will be terminated after show cause notice.
- t) **Drivers, Servants, maids etc are not allowed entry in CSOIA. However, a packed meal/hamper can be provided for drivers/maids against a firm order by the host in the parking lot.**
- u) **Booking Member has to arrange for the decoration, seating arrangement, catering, utility water, generator, etc for Kaziranga Greens booking**
- v) **Proper safety precautions have to be taken such as separate space, enclosure, provision for chimney, etc for rituals involving fire (mangalfera) to ensure the safety of people and to prevent damage of CSOIA property.**
- w) **The booking party has to get the venue cleaned of all decoration & catering debris.**
- x) **The Security amount will be refunded only after the venue (CSOIA Ground, Halls, etc) is restored to its original condition**
- y) The final details regarding Menu/Tentage etc will be intimated at least 72 hrs (3 days) in advance of the party date.
- z) Full day payment is to be made in advance including the day required for dismantling at Kaziranga Greens.
- aa) CSOIA will not be responsible for any cancellation of booking due to bad weather, civil unrest or Government decision.

5. I have gone through the rules and regulation mention in the form and I agree to abide by them.

**UNDERTAKING FOR PARTY BOOKING**

I Shri/Smti..... having Membership No..... hereby give an undertaking that:

- 1) I am hosting my personal private party at CSOIA on date..... for Lunch/Dinner/Hi Tea for No. of..... Guests.
- 2) I am sponsoring my guest Shri/Smti. .... for his/her personal private party (.....) at CSOIA on date ..... for Lunch/Dinner/Hi Tea for No. of ..... guests.
- 3) On approval of the party/venue booking, the requisite venue charges along with security refundable amount will be made/paid within 10 days of approval failing which the booking will stand automatically cancelled.
- 4) I will ensure strict compliance on code of conduct by my guest and will be responsible for any lapse.

Members Signature

Members Guest Signature