

**CIVIL SERVICES OFFICERS' INSTITUTE, ASSAM**  
**ASSAM ADMINISTRATIVE STAFF COLLEGE CAMPUS, KHANAPARA, GHY-22**

**PARTY BOOKING FORM**

S. No.....

Date:.....

Name of the Member/Members Department .....

Membership No :..... Mobile No.....

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

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

FACILITIES	MEMBER'S RATE (Rs.)		PLEASE TICK <input type="checkbox"/>	MEMBER'S DEPARTMENT RATE		PLEASE TICK <input type="checkbox"/>
	RATE PER DAY	Refundable Security deposits		RATE PER DAY	Refundable Security deposits	
a) <u>Banquet Hall 1 (30 pax)</u> (1st Floor Annexure Old Cafeteria)	Rs. 600.00	Rs. 0.00		Rs. 1,200.00	Rs. 0.00	
b) <u>Banquet Hall 2 (40 pax)</u> (1st Floor New Block)	Rs. 2,000.00	Rs. 0.00		Rs. 5,000.00	Rs. 0.00	
c) <u>Banquet Hall 3 (40 pax)</u> (2nd Floor New Block)	Rs. 2,000.00	Rs. 0.00		Rs. 5,000.00	Rs. 0.00	
d) <u>Banquet hall 4 (50 pax)</u> (1 <sup>st</sup> floor new block)	Rs. 5,000.00	Rs. 0.00		Rs. 7,000.00	Rs. 0.00	
e) <u>Card Room (12 Pax)</u> (1st Floor Old Block)	Rs. 300.00	Rs. 0.00		NA	Rs. 0.00	
f) <u>Multi Utility Hall * (100 Pax)</u> (Ground Floor Old Block)		Rs. 0.00		Rs. 15,000.00	Rs. 5,000.00	
g) <u>Kaziranga Greens (250 pax)</u>	Rs. 25,000.00	Rs. 10,000.00		Rs. 45,000.00	Rs. 10,000.00	
h) CSOIA ground Including the Kaziranga Greens ( <b>600 pax</b> )	Rs. 30,000.00	Rs. 15,000.00		Rs. 65,000.00	Rs. 15,000.00	
i) Swimming Pool Area	Rs. 20,000.00	Rs. 5,000.00			Rs. 0.00	

**Note:**

a) 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.

b) The Multi Utility Hall can be booked only to hold Official events.

c) Refundable security deposits may be deposited in separate cheque.

d) The booking fees of Kaziranga greens and CSOIA ground Including the Kaziranga Greens is inclusive for one day Tent scheduling days

e) The area after the party must be cleaned in the next day itself, if any extra days required for decoration and cleaning extra charges may be applicable as follows:-

I.@ Rs. 5000/- for Kaziranga Greens for members & Rs. 10000/- for Members department.

II.@ Rs. 8000/- for CSOIA ground including the Kaziranga Greens for members & Rs. 15000/- for Members department.

III.@ Rs. 7500/- for Multi utility hall for Members department.

3. The final details regarding Menu/Tentage etc will be intimated at least 72 hrs (3 days) in advance of the party date.

Members Signature

Members Guest Signature

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4. Rules and Regulation:

- a) A member can book the party only in his name. Party to sponsor relatives/friends/organisation is NOT permitted in the institute.
- b) 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 members breakage of the crockery, cutlery, glassware etc will be recovered from the member as per book price of the article.
- c) No decoration is allowed on the walls of the party room. Putting nails/tapes on walls/doors/frames is prohibited.
- d) Catering by outside caterer not permitted.
- e) 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.
- f) Member booking the party, will have to ensure that the prescribed bar timing are strickly adhere 10.00pm.
- g) Taxes are applicable.
- h) Liquor/soft drinks/snacks/juices will be charged separately as per consumption.
- i) 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. They will be served whatever conveniently available on request of the host in the basement only.
- j) 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. Similarly this charges will also be applicable for postponement/pre ponement/changes of venue
  - a) Band, Ghorī, Palki, Gas Light, Bhangra, DJ etc are not permitted in CSOIA. Only soft instrumental music is permitted.
  - b) The member will be responsible for conduct & behaviour of his guest to ensure that the atmosphere of the institute is not compromised. Smoking 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:
- k) 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.
- l) Parties are not to be organised for political, religious or commercial purposes.
- m) Refundable security will be required to be made for every booking.
- n) No payment should be made for any item without catering a proper paid receipt from the contractor of the Institute. No refund will be given for any arrangement not utilised due to inclement weather.
- o) No leftover food can be packed for being taken home for the guest member.
- p) Member are neither permitted to bring their own liquor nor allowed to take liquor out of the Institute.
- q) 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.
- r) 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.

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..... Membership No.....hereby give an undertaking that I am hosting my personal private party at CSOIA on date..... for Lunch/Dinner/Hi Tea for No. of..... Guest. I am not sponsoring this party for any third person. On conclusion of the party, the payment will be made/paid of Rs..... from my personal account by cheque/draft No..... I will ensure strict compliance on code of conduct by my guest and will be responsible for any lapse.

Members Signature  
Signature

Members                      Guest