

**DEFENCE SERVICES OFFICERS' MESS & INSTITUTE**  
**DEHRADUN**

**APPLICATION FOR BOOKING OF ANUBHAV HALL / ASHIRWAD / RNR LAWN**

1. No, Rank & Name :
2. DSOM & I Membership No :
3. Date Booking Required :  
**(0900h to 0900h next day)**
4. Purpose for which booking required :
5. Details of Payment Mode :

**UNDERTAKING BY THE MEMBER / USER**

I hereby accept the following rules/ conditions for booking of **Anubhav Hall / Ashirawd / RNR Lawn** :-

6. **The booking will be confirmed only on approval by President / Patron.**
7. The premises are being booked by me for Course Get Together ( **IMA Only** ).
8. The premises are not being booked to facilitate conduct of a social event by politicians/ bureaucrats / businessmen or any person not authorised the facilities of Service Officers Institute. In case of any violations of the above, my membership may be terminated & I will be held completely responsible for the same.
9. **No cash will be accepted. Payment towards booking of Venue will be accepted by Debit / Credit card or NEFT.**
10. Members shall hire services of the empanelled approved Caterers & Event Management Firm only for their function. In case of any problem with the empanelled agencies, it may be at once referred to the Secretary, DSOM & I.
11. Members shall deposit 50% of the anticipated amount for catering and other services in advance by Cheque / NEFT/ Online / UPI payment to concerned vendor. **No cash will be handed over to Vendor.** DSOM & I will take no liability for cash transaction, if any. The balance of amount will be paid by Member by Cheque / NEFT/ Online / UPI on the following day of the function.
12. Members will finalise their party menu with the selected empanelled Caterer minimum 07 days in advance and last minute changes in the menu and number of persons shall not be entertained.
13. **A tripartite agreement shall be signed by the Member, the Vendors (Event Mgt Firm & Caterer) and the Secretary, DSOM & I before/ during the event giving out all details regarding No of Guests and the rate per head. This will be checked by the representative of DSOM & I on the day of the event. In case if any deviation is found in the information, the Vendor shall be imposed penalty & he shall be black listed from the panel.**
14. All the guests shall use the side entry gate of Anubhav Complex for the function in Anubhav Hall only. Institute Main Lounge, Bar and Toilets shall not be used.
15. Services of DSOM & I Staff shall not be provided during function.
16. No damage shall be caused to the fitment / walls / switch boards / tiles of venue due to any decoration carried out for the function. No litter shall be spread in and around the function area.
17. No fire of any kind shall be provided in the area except paraffin wax/ candles for food warmers.

18. No DJ, Jazz Band / Pipe Band / Live Singer or loud speakers will be permitted to play after 10.00 pm to maintain the tranquillity of the area.
19. I undertake that a Valet will be hired to ensure that no cars are parked along the road/ outside the venue, who will be hired through Event Mgt Firms on behalf of me.
20. I undertake that I will ensure that no guests either drink or litter the area, along the road, outside the Venue.
21. Bar will not be kept opened beyond 10.30 pm.
22. Proper bill, including GST, as applicable, will be taken from empanelled Vendors, who will be hired. DSOM & I will take no responsibility of any cash transactions, or payments made without obtaining proper bill, including GST.
23. Charges towards actual consumption of electricity and Rs 5,000/- towards cleaning of venue after the event shall be recovered from security deposit.
24. The booking is liable to be cancelled anytime at the discretion of the President in view of exigencies of service.
25. In case of violation of aforesaid undertakings, I will be liable for a deduction of balance my Refundable Security Deposit, which shall be deducted from the "Refundable Security Deposit" held with DSOM & I.
26. **Cancellation Policy.**

I accept final deduction as under, if I cancel the reservation subsequently :-

- (a) Rs 2,000/- will be charged, if notice for cancellation of reservation, in writing, is given by me, more than 45 days from the actual date of booking.
- (b) 3,000/- of Booking Charges will be deducted, if notice for cancellation of reservation, in writing, is given by me between 30 to 45 days from the actual date of booking.
- (c) 5,000/- of Booking Charges will be deducted, if notice for cancellation of reservation, in writing is given by me between 20 to 29 days, from the actual date of booking.
- (d) No refund will be given, if notice of 19 days or less is given by me, in writing from the actual date of booking.

27. **Refund (From Vendors) Policy.**

(a) Advance, if any paid to Vendor will be refunded by Vendor subject of cancellation of event, as per under mentioned policy :-

- (i) 100% of advance amount will be refunded, if cancellation is intimated 15 days before the date of conduct of event.
- (ii) 75% of advance amount will be refunded, if cancellation is intimated 10 days before the date of conduct of event.
- (iii) 50% of advance amount will be refunded, if cancellation is intimated 07 days before the date of conduct of event.
- (iv) Advance Amount will not be refunded, if cancellation is intimated less than 07 days before the date of conduct of event.

(b) Refund amount will be returned by Vendor by Cheque / NEFT / Online / UPI only.  
**No cash will be taken from vendor.**

28. I accept the return of the refundable Security Deposit amount after 10 days and upto 30 days, after the function.

Certified that the above terms and conditions regarding the booking of **Anubhav Hall / Ashirawd / RNR Lawn** are acceptable to me and I will abide by them.

\_\_\_\_\_  
**(Signature of Applicant)**

Name \_\_\_\_\_

MS No \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tele No \_\_\_\_\_

Mail Id \_\_\_\_\_

Station : Dehradun

Date : 2026

\_\_\_\_\_  
**Secretary**

Dated : 2026

\_\_\_\_\_  
**Vice President (Policy)**

Dated : 2026

\_\_\_\_\_  
**President**

Dated : 2026

**REFUND OF SECURITY DEPOSIT ANUBHAV HALL / ASHIRWAD / RNR LAWN**

Sir,

1. Ref my application dated \_\_\_\_\_ for booking of **ANUBHAV HALL / ASHIRWAD / RNR LAWN** on \_\_\_\_\_.

2. I have deposited a refundable security deposit of Rs 10,000/-. You are requested to refund my Security deposit amount, after necessary deductions, after the event.

3. The due refund amount be :-

(a) Credited into my Membership A/c No \_\_\_\_\_ (Applicable for Members only)

(b) Be transferred into my bank account. Details are as under :-

(i) Bank Name : \_\_\_\_\_

(ii) A/C No : \_\_\_\_\_

(iii) Branch Name : \_\_\_\_\_

(iv) IFSC No : \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant )

Name : \_\_\_\_\_

Rank; \_\_\_\_\_

Membership No: \_\_\_\_\_  
(Member only)

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For Office use only

4. **REFUND DUE**

(i) Actual Elect consumption/Elect Charge : Rs \_\_\_\_\_

(ii) Cleaning Charges : Rs \_\_\_\_\_

Bal amount to be refunded : Rs \_\_\_\_\_

5. **Refunded details**

(a) Transferred to Member's DSOM&I Acct on \_\_\_\_\_ vide \_\_\_\_\_

(b) Transferred to Member's Bank Account on \_\_\_\_\_ vide \_\_\_\_\_

(c) Cheque/Cash handed over to Member on \_\_\_\_\_

\_\_\_\_\_  
Sig of Member  
(In case of collection of  
Cheques/Cash only)

\_\_\_\_\_  
Sign of Acct Clk

\_\_\_\_\_  
Sign of Secy

**APPLICATION FOR BOOKING OF R-N-R GUEST ROOM (s) ALONGWITH  
BOOKING OF VENUE FOR WEDDING / RXN EVENT**

To  
HQ UK Sub Area (Q)

1. Ref my application dated \_\_\_\_\_ for booking of Anubhav Hall/ R-n-R Lawn/ Ashirwad on \_\_\_\_\_.

2. Please arrange to book \_\_\_\_\_ (Nos) (Maximum 03 Nos only) Guest rooms in R-N-R Complex, as per under mentioned details:-

(a) Date of Check In :

(b) Date of Check Out :

(Maximum of 02 Nights Only)

3. Undertaking: I undertake that the aforesaid room will be occupied by me/my guest (s) only.

Rank & Name: \_\_\_\_\_

Membership No: \_\_\_\_\_

Mob No: \_\_\_\_\_

Date :

\_\_\_\_\_  
(Sign of Secy , DSOM&I)

\_\_\_\_\_  
(Sign of rep of 'Q' Br  
HQ UK Sub Area)