

To
The Secretary
DSOM & I, Dehradun

BOOKING FORM : SMALL PARTY

1. I, _____ (Rk & Name), Membership No _____
wish to book a venue for a small party as per u/m details :-

(a) **Venue (Tick any one) :-**

- (i) Main Lounge (Max20 pers (Except Tambola) (1200 to 1430 & 1900 to 2130)
- (ii) Golf Hut* (Upto 70 pers) (During Ni only) (Except Tambola) (1900 to 2130)
- (iii) Roof Top (Max 30 pers) (Except Tambola) (1200 to 1430 & 1900 to 2130)
- (iv) Machaan (Max 30 pers) (Except Tambola) (1900 to 2130)
- (v) Sky Lounge (Max 30 pers) (Except Tambola) (1200 to 1430 & 1900 to 2130)
- (vi) AC Lounge & Do Drop Inn (Max 50 pers) (1200 to 1430 & 1900 to 2130)

(b) Date : 2026

(c) Time : From _____ hrs to _____ hrs

(d) Meal (Tick any one) : Lunch / Dinner / Any Other _____ (Specify)

(e) Approx Strength : Armed Forces _____%, Civilians _____% **Approx Str ()**

(f) Purpose / Occasion :

2. **The booking will be confirmed only on approval by President.**

3. I am depositing a sum of Rs _____/- an addl amt of Rs 500/- toward instln of extra lts / use of DJ / Projector Sys etc. The hiring charges to be paid to the Event Management Firm / DJ. DJ / Sound System is permitted only in Golf Hut, Machaan & Do Drop Inn Café only.

4. I undertake the following:-

(a) Decoration is not permitted in any manner unless approved in advance.

(b) The premises are being booked by me for a personal party and / or for my direct dependents or blood relatives (Father / Mother / real Brother / Sister / Children). The premises are not being booked to facilitate conduct of a social event by politicians/ bureaucrats / businessmen or any person not auth the facilities of Service Officers Institute. In case of any violations \ of the above, my membership may be terminated & I will be held completely resp for the same.

(c) I will ensure that **all my guests are in dress code**, as laid down vide Paras 69 - 72 of Rule 29-Dress & General Conduct of DSOM & I, Rule Book.

(d) No unwarranted activity will be conducted that shall bring disrepute to Defence Services or DSOM & I.

(e) The venue will not be sublet.

(f) Payment to Caterer will be made through DSOM & I Smart Card & not by cash.

(g) I will pay a fine of Rs 2,500/- if any of the above undertakings are violated.

5. I agree to the following Cancellation Charges :-
 - (a) 10 % deduction in case of prior intimation in writing, at least 24 hrs before due date.
 - (b) No refund, if no prior intimation at least 24 hrs before due date. .
6. Necessary permission may please be accorded.
7. Bar services of DSOM&I will not be provided for Marriage / Haldi / Reception Events.
9. Please tie up with the Caterers & Event Management Firm for any additional requirements, after approval of the Secy.
10. Please follow the laid down timings.

Date : 2026

Signature: _____

Mob No _____

Mail-ID: _____

(Secretary)

(VP (Policy))

President