

DEFENCE SERVICES OFFICERS MESS & INSTITUTE

DEHRADUN

APPLICATION FOR BOOKING OF RNR LAWN

FOR MINOR FUNCTION (UP TO 150 GUESTS)

1. No, Rank & Name :
2. DSOI Membership No :
3. Date Booking Required :
4. Purpose for which booking required :
5. Details of payment mode:

UNDERTAKING BY THE MEMBER

I hereby accept the following rules/conditions for booking of the R-N-R Lawn:-

- (a) **The booking will be confirmed only on approval by President/Patron.**
- (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) Members shall hire services of the empanelled Caterers, Tent Houses, DJ & Florists only for their function. Approved rate list of all the services, along with the Contact Nos, have been displayed on the Notice Board. In case of any problem with the empanelled agencies, it may be at once referred to the Secretary DSOM & I.
- (d) Members shall deposit 50% of the anticipated amount for catering and other services in advance. The balance of amount will be paid on the following day of the function.
- (e) Members will finalise their party menu with the selected empanelled Caterer 7 days in advance and last minute changes in the menu and number of persons shall not be entertained.
- (f) All the guests shall use the front entry gate of R-N-R complex for the function in R-N-R Lawn.
- (g) Electric connection will be taken from the meter fitted out side the R-n-R Lawn & no unauthorized electric connection will be taken. Electricity charges, as per actual consumption of electricity shall be deducted from Security Deposit.
- (h) An amount of Rs 1000/- shall be deducted from Security Deposit towards cleaning of the venue after the event
- (j) **A tripartite agreement shall be signed by the Member, the Caterer and the Secretary DSOI before the event giving out all details regarding No of Guests and the rate per head. This will be checked by the representative of DSOI on the day of the event. In case or any deviation is found in the information, the Caterer shall be imposed penalty & he shall be black listed from the panel.**
- (k) Services of DSOM & I staff shall not be provided during function.
- (l) No damage shall be caused to the fitments/ walls/ switch boards/tiles of R-n-R Lawn due to any decoration carried out for the function. NO litter shall be spread in and around the function area.
- (m) No fire of any kind shall be provided in the area except paraffin wax/ candles for food warmers.

- (n) 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.
- (o) The Marriage procession is permitted from Tiranga Tirayahaa to R-n-R Gate only (In case of event in R-n-R) in a very controlled manner covering only half the width of the road so that the normal traffic is not disrupted. No fire work or loud music on the road side is permitted. The procession should reach Anubhav/R-n-R Lawn latest by 9 pm.
- (p) No DJ or loud speakers will be permitted to play after 10 pm to maintain the tranquility of the area.
- (q) Bar will not be kept opened beyond 10.30 pm
- (r) The booking is liable to be cancelled anytime at the discretion of the President in view of exigencies of Service.
- (s) A penalty of Rs 5,000/- shall be imposed in case of violation of any Rules.
- (t) Cheque for the booking amount shall be issued in favour of "DSOI Dehradun".
- (u) I accept final deduction as under, if I cancel reservation subsequently .
- (i) 10% will be charged if more than 45 days notice for cancellation of reservation from the actual date of booking is given in writing by me.
- (ii) 25% deduction will be made if notice between 30 to 45 days is given in writing by me.
- (iii) 50% deduction will be made if notice between 20 to 29 days is given in writing in advance by me.
- (iv) No refund will be given if notice of 19 days or less is given by me
- (v) I shall collect the refundable Security Deposit amount within 30 days after the function, failing which the Security deposit will be forfeited.
- Certified that the above terms and conditions regarding the booking of R-n-R are acceptable to me and I will abide by them.

(Signature of Applicant)

Name _____

MS No _____

Address _____

Tele No _____

Station: Dehradun

Date : 2023

REMARKS OF SECRETARY DSOI

Station : Dehradun

Date : 2023

Signature of Secretary

REMARKS OF VICE PRESIDENT

Station : Dehradun

Date : 2023

Signature of Vice President

REMARKS OF PRESIDENT

Station : Dehradun

Date : 2023

President

To

The Secretary
DSOM & I, Dehradun

REFUND OF SECURITY DEPOSIT ANUBHAV/R-N-R LAWN

Sir,

1. Ref my application dated _____ for booking of Anubhav/R-n-R. Lawn on _____.
2. I had deposited a refundable security of Rs 5,000/-. Since the function is over, you are requested to refund my Security deposit amount, after necessary deductions.
3. The due refunded amount be :-

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

(b) Be transferred into my account :-

(i) Bank Name : _____

(ii) A/C No : _____

(iii) Branch Name : _____

(iv) IFSC No : _____

(Signature of Applicant)

Name : _____

Rank; _____

Membership No: _____

4. **REFUND DUE**

(i) Actual Electricity consumption/ Electricity Charge	Rs _____
(ii) Cleaning Charges	Rs 1,000/-

Total Rs

(iii) Balance amount to be refunded	Rs _____
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5. Refunded details

(a) Transferred to Member's DSOI Account on _____ vide _____

(b) Transferred to Member Account on _____ vide _____

(c) Cheque/Cash handed over to Member on _____

Sig of Member
(In case of collection of
cheques/Cash only)

Sign of Account Clk

Sig of Secretary

**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/R-n-R Lawn on _____.

2. Please arrange to book _____ (Maximum 03 Room only) Guest Rooms in R-N-R Complex, as per under mentioned details :-

(a) Date of Check In : _____

(b) Date of Check Out : _____

(Maximum for 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)