

## RULES & REGULATIONS

- The Premises will be available only from 8.00 AM on the day of function till 6.00 AM of the next day of the function. Under no circumstances, shamianas, furniture etc. will be allowed to be put earlier than the specified time. Full charges per day may be levied if they occupy the premises other than the booked date.
- In order to avoid disturbance to the residents of the colony, loud music/ band / DJ/loudspeaker/fire crackers etc will not be permitted. Band/DJ is not allowed inside the main entrance of the colony. Playing of band, loud music, loud speakers etc and noisy generators are strictly prohibited. No decoration etc. will be permitted on the road from the club to main gate as they obstruct the roads **D.J will not be allowed after 10 PM.** Non-observance of these conditions would lead to serious repercussion, such as switching off of electricity supply, forfeiture of full security deposit, imposition of penalty and if considered necessary lodging complaint with police.
- In case expected gathering is more than 150, Valet parking is mandatory, if the applicant fails to arrange it so the same will be arranged by club and the applicant is liable to pay the associated charges otherwise same will be deducted from security deposit.**
- Electricity connection for the function held in lawn shall be provided by genset arranged by the party. The genset should be of silent types. Noisy generators are strictly prohibited. In case noisy generators are used, the full security amount is liable to be forfeited. General lighting inside the Main Hall shall be provided by the club. **In case of any failure of electricity, club shall not be responsible & no refund on this account shall be made by club.** Electricity for the club building shall be provided by the club. Electricity connection for the Lawn shall be arranged by the Tentage/Caterer. Additionally, the club will provide water for cleaning utensils and other purposes. However, in case of water motor failure or non-supply of water due to any reason, the caterer or decorator or party shall arrange for a water tanker at their own expense. No refunds will be made for such eventualities.
- Entry of Caterers & Decorators shall be allowed only from Out Main Gate & Kitchen area gate.
- Whenever hall is booked by the party, entry shall not be allowed from reception area.
- When the Lawn and G.room are booked for a party, the lawn's washroom will be made available.
- Utmost care must be taken to prevent damage to the club lawn in the fixing of shamianas, handling of furniture etc. kindly ensures the following:
  - No digging allowed inside lawn, no wooden poles will be allowed., No carpets will be allowed on the grassy area.
  - Tandoors will not be kept in the center, only on the side from where food is served.
  - The party along with the contractor should meet the club authorities well in advance to make necessary arrangements.
  - Food counters are not allowed inside main hall. Nails, flower decoration etc. are not allowed to put in the club buildings.
  - When hall is booked by Party, no Tentage allowed inside the lawn area.
- In case liquor is to be served at the function, the party shall obtain a valid liquor license(P-13) from club. No liquor will be allowed to be served without a valid liquor license. (Charges Rs 7500/-). Serving liquor under P-10 license is not permitted.**
- Arrangement will have to make to have club premises, including the kitchen area cleared on the night of the marriage itself. The caterer should ensure that no noise is made while removing his belongings.
- Since this Rly. Club is within the Railway Colony therefore, Parking of Commercial vehicle within the colony is strictly prohibited. Chauffeur driver vehicle shall not be parked within the colony. Parking of vehicle in front of gate of residents is strictly prohibited.
- Members' charges applicable to members only if they book the club for their personal private functions. In case of booking by Regular member having club membership less the 1 year, the charges applicable to Associate Members shall be applicable.
- In case of cancellation, the following deduction will be made from the booking charges:
  - For less than 6 months from the date booking - 25%
  - For less than 3 months from the date of booking - 50%
  - For less than 3 weeks from the date of booking - 75%
  - For less than 1 weeks from the date of booking - Full amount
- Registered caterers/Decorators/vallet parking/Dj& Sound System vendors on our list are as under**
  - Continental Caterers & Decorators : 9899477313 (Sudhankar Khanna)
  - Kay 3 Events (Caterer & Decorator) : 9717054321 (Rohit Sood)
  - Capital Caterers & Decorators : 9810137468, 9810196573 ( Monte)
  - Moets Catering Service : 9971395121, 9810021508 ( Vandana Chadha)
  - Anand Caterers Pvt Ltd : 9810001910, 9871674946( Pawan Anand)
  - Feast House (Catering Services) : 9891939170, 9026218155 ( Sangeeta Gupta)
  - Mughal Darbar Restaurant (Catering & Decoration) : 9871822786, 9310414284 ( Tauseef Alam )
  - **Anurag Vallet Services (Vallet Services) : 9958553440, 7678114586 ( Anurag Tiwari)**
  - Surtall Events ( DJ & Sound Services) : 9311665845, 9810665845 (Praveen Chawla)

### Outside Caterer & Tentage charges:

Members (Regular/Life) Rs. 4500/- + 18% GST each for catering & Tentage per function  
 Other Rly. Officer and Associate Members. Rs. 13000/-+ 18% GST each for catering & Tentage per function  
 Friends and Relative of Members Rs. 21500/-+ 18% GST each for catering & Tentage per function

**Note: Apart from the other charges A function wise fixed charge has to be paid by the Caterer & Decorator which are as follows (Excl GST @ 18%).**

Booking Area	Decorator	Caterer
Single Hall	Rs 1000/-	Rs 2000/-
Both Halls	Rs 3000/-	Rs 5000/-
Lawn or Lawn +Halls	Rs 5000	Rs 10000/-

**Caterer and decorator must pay these charges; otherwise, the applicant is liable, and unpaid amounts will be deducted from the security deposit.**

### Booking charges:

Booking area	Regular/ Life member	Associate Member & Other Railway Officers (JA- Grade & Above)	Other Officers Friends & Relative of Members ** (OCT TO APR)	Other Officers Friends & Relative of Members ** (MAY TO SEP)
Lawn	20000 (Excl. GST)+15000*	30000 (Excl.GST)+15000*	125000 (Excl. GST)+20000*	100000 (Excl. GST)+20000*
Hall-1	10000 (Excl. GST)+2000*	20000 (Excl.GST)+5000*	40000 (Excl. GST)+10000*	35000 (Excl. GST)+10000*
Hall-2	10000 (Excl.GST)+2000*	20000 (Excl. GST)+5000*	40000 (Excl. GST)+5000*	35000 (Excl. GST)+5000*
Green Room	2000 (Excl. GST)	5000 (Excl. GST)	10000 (Excl. GST)	10000 (Excl. GST)
Package	40000 (Excl. GST)+ 19000*	70000 (Excl. GST ) + 25000*	200000 (Excl. GST) + 35000*	170000 (Excl. GST) + 35000*

**Note: A) GST @18% will be charged on above charges.**

**B) 100% payment to be made in advance. Cheque should be in favour of "The Railway Club"**

**C) In case of booking the club on Tuesday Extra charges of Rs 1000/- (Excl.GST) is to be paid by the applicant.**

The confirmation of booking shall be subject to realization of Cheque/Nef/UPI. In the case of any unforeseen event, club administrative reserve the right to cancel the confirmed booking also and in that case complete payment shall be refunded.

**\* The Security deposit will be refunded upon satisfactory compliance with all conditions and returning the premises in a clean state. Failure to comply with any rules and regulations will result in the forfeiture of the Security deposit."**

**\*\* Friends & Relative of Members booking shall be done strictly on selective basis.**

**(Signature of applicant)**

Application no \_\_\_\_\_

Dated \_\_\_\_\_

To,

The Secretary  
The Railway Club,  
S.P.Marg, Delhi-21

**Sub: - CLUB PREMISES BOOKING APPLICATION**

I hereby request you to book the club premises in favour of the undersigned as under:-

Name \_\_\_\_\_ Designation/Service \_\_\_\_\_

Address \_\_\_\_\_

Contact No. Office \_\_\_\_\_ Mobile \_\_\_\_\_ Res. \_\_\_\_\_

Club Membership Identity Card No. \_\_\_\_\_

Details are as under :-

• Date of Booking :- \_\_\_\_\_ Day \_\_\_\_\_

• Time :- 

Lunch -12 noon to 05 pm
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Dinner- 06 pm to 11pm
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• Purpose of booking \_\_\_\_\_

• Venue :- Lawn/Hall-1/Hall-2/Green Room/Package (Tick whichever applicable)

• Whether invitation card of Marriage /reception attached \_\_\_\_\_

• Name of bride / bridegroom \_\_\_\_\_

• Booking charges ( Annexure 'A')

• Booking charges: - Rs. \_\_\_\_\_ + GST @ 18%:- Rs. \_\_\_\_\_

• Booking Security Charges (Refundable):- Rs. \_\_\_\_\_

• Misc. Charges :- Rs. \_\_\_\_\_

Total :- =====  
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Deposit amount :- Cheque/Neft/UPI etc.

Details : \_\_\_\_\_

Name of Caterer & Decorator :- \_\_\_\_\_

**UNDERTAKING**

I, hereby, declare that the booking of the club is for the marriage/reception of my son/daughter or for \_\_\_\_\_. The information furnished herein is true, and I understand that the booking is liable to be cancelled if found otherwise, in which case the booking amount shall be forfeited. I have read and understood the club's rules and regulations and agree to abide by them. I acknowledge that any non-compliance may result in the forfeiture of my security deposit and imposition of other penalties.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Approved/Not Approved

**UNDERTAKING BY THE MEMBER FOR CLUB BOOKING**

The President  
Railway Club, S.P.Marg  
New Delhi-110021.

I hereby recommend the use of Railway Club premises, at S.P. Marg for the marriage/Reception/  
of Son/daughter of Sh/Smt \_\_\_\_\_ Designation \_\_\_\_\_ on \_\_\_\_\_  
Sh/Smt \_\_\_\_\_ is my relative/friend and is known to me since \_\_\_\_\_.  
Sh/Smt. \_\_\_\_\_ shall abide by all the rules & regulations of Railway Club, S.P.Marg  
(mentioned in the booking form) applicable for the marriage purpose. I shall be fully responsible for non-  
adherence of extant rules and regulations of the club, by him. Loudspeakers/D.J is strictly prohibited after  
10. PM. Parking of commercial vehicle within the colony is not at all allowed. The parking of chauffeur  
driver cars is also not permitted within the colony and they may park, their vehicle outside after dropping  
of guests. Parking of any vehicle in front of gate of residents is strictly prohibited and vehicle will be  
towed away.

The case of Sh \_\_\_\_\_ for outsider marriage/ reception may please be considered.

Date

Signature of Applicant

( Signature)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Membership No. \_\_\_\_\_

Mobile No. \_\_\_\_\_