

COSMOPOLITAN CLUB (Regd.)

22nd Cross, 3rd Block, Jayanagar, Bangalore-560 011,
Ph: 26630093, 26630682, And 26631097, E-mail: cosmoclubjnr@gmail.com

DATE: _____

To,
The Hon. Secretary,
Cosmopolitan Club,
Jayanagar, Bangalore-11

For kind Approval from
The Hon.Secretary

Sir,

Sub: Application for Reservation of Big Party Hall/Mini Hall/ Conference Hall/Sky Lounge

I request you to kindly reserve **Big Party Hall /Mini Party Hall /Conference Hall/Sky Lounge** for arranging a party on _____ for **Morning Session (11 AM to 3 PM)/ Evening Session (6 PM to 11 PM)** for the purpose of: ☐ ☐

- a) Birthday b) Conference / Meeting
c) Get Together d) Others (Specify)

Charges:

- 1) Conference Hall: Upto 10-15 People **Rs. 3,540/-** ☐
2) Mini Party Hall: Upto 20-25 People **Rs.4,720/-** ☐
3) Big Party Hall: Upto 50-60 People **Rs.10,620/-** ☐
4) Sky Lounge: Upto 100-125 People **Rs.35,400/-** ☐

Conditions: -

1. Please Enclose a Copy of Member I.D Card.
2. Outside food & liquors are strictly prohibited.
3. Menu has to be ordered in ADVANCE with club canteen contractors for veg & Non-Veg food indicating the No. of Persons. (For less than 10 persons, food will be served on a la carte basis).
4. Music system from outside is not allowed and it will be provided by the club on payment.
5. Decoration for any occasion inside the Party Halls is strictly prohibited.
6. The maximum capacity fixed for the **Big Party Hall -60 guests, Mini Party Hall-25 guests, Conference Hall - 15 guests and Sky Lounge- 125 Guests.**
7. The maximum occupation may be relaxed to an extent of 30% subject to payment of Rs.50/- per head.
8. Under no circumstances more than the maximum number fixed/relaxed shall be entertained in the Party Hall.
9. Reservation will be made Only on Payment of Full Rent in Advance which is non-refundable. However, **in case of cancellation, if it is before 3 days (72 hours) of the Function date, the deposit can be adjusted towards future booking which falls (within 6 Months) of the Halls on the request of the Member.**
However, the Hon'ble members can avail only one chance of extension of date for booking.
10. The Hon. Member (host) shall be responsible for the maintenance of peaceful atmosphere during the function, in case of any misbehavior/misconduct untoward incidents takes place, action against members will be initiated as per the provisions of Club Bye-law.
11. For any loss of personal belongings, the Club will not be held responsible.
12. The above charges are Inclusive of Taxes.

Member's Name:

Member ID:

Mobile No:

Member's Signature: