



POONA CLUB LTD
6, Bund Garden Road, Pune-411 001

VENUE BOOKING FORM

Date of Event _____ Venue: _____
Purpose of booking venue: _____
Name of Member: _____ Membership No _____
Address of Member: _____
Contact no of Member: _____
Email id: _____
Name of Guest: _____
Address of Guest: _____
Contact no of Guest: _____
Email id: _____

1. Venues & Financials

<u>VENUE</u>	<u>ACCOMODATES</u> NO. OF PAX	<u>MEMBER</u> CHARGES IN RUPEES	<u>GUEST</u> CHARGES IN RUPEES
CINEMA HALL	600	10000	20000
AMPHI THEATRE	800	18000	35000
TIVOLI GARDEN	40	1000	2500
OLD CONFERENCE HALL	65	3000	5000
OLD CONFERENCE HALL (WITH HIGH TEA)	65	5000	7000
NEW CONFERENCE HALL	80	4000	7000
NEW CONFERENCE HALL (WITH HIGH TEA)	80	5000	8000
ROOM NO 21	175	3000	6000
RC BAR	50	2500	5000
POOL SIDE - A (LARGE LAWN INSIDE)	200	6000+10% PCB TAX	15000+10% PCB TAX
POOL SIDE - B (SMALL LAWN GATE SIDE)	75	3000+10% PCB TAX	4000+10% PCB TAX
GOLF COURSE	150	3000	5000
TERRACE	100	2000	4000

- (i) Rates Applicable are as on date of event and for four hours usage only. Bookings are confirmed only on realization of cheque/draft.
- (ii) For any commercial usage either by member or guest, charges will be doubled.(Commercial to mean promotion or sale)
- (iii) Preponement/Postponement of dates not allowed, Cancellation charges will be levied. Cancellation charges are as follows once venue is confirmed.
 - A) 0 to 30 days - 75 % charges
 - b) 31 days to 90 days - 50 % charges
 - c) 91 days to 180 days - 25 % charges
 - d) 181 days and above - 2 % charges
- (iv) Upgrade of venue is subject to availability. Difference of cost to be paid before event. For downgrading of venue subject to availability, cancellation charges will apply.
- (v) While refunding the advance due to cancellation of booking, cancellation charges & service tax paid to the Govt. will be deducted and balance amount will be refunded.
- (vi) While booking the venue, if the members/guests credit facility is stopped, than 100%advance by cash will be deposited.