

**JALVAYU VIHAR HOUSE OWNERS WELFARE ASSOCIATION**

☎: 040-23058018

The President  
J V V H O W A  
Kukatpally  
Hyderabad- 500085

**BOOKING OF AKASH GANAGA**

Dear Sir,

1. I/We resident(s) of \_\_\_\_\_ request booking for my/our function as per the following details.

- (a) Name:(Owner/Tenant/Outsider) :
- (b) Nature of function :
- (c) Date :
- (d) Areas Required : Hall/Dining Lounge/ Kitchen/ Two Guest Rooms

\* Lawn area is not to be occupied or Used for any purpose.

- (e)Time : From.....hrs To .
- (f) Number of guests expected :
- (g) No. of vehicles expected :
- (h) Admission : Invitation
- (i) Catering (Name of caterer) :
- (j) Decorator (Name of Decorator) :
- (k) Security guards for the function strength < 50 = One Guard . Must requirement  
51-100 =Two  
101-500=Three

- The Agency which is providing Security to JVV need to be contacted for this purpose.

2. I/We accept the following terms and conditions of booking of the Hall

- (a) The marriage bands, are NOT permitted to enter the community Hall. **All personnel are to remain within the premises of the booking area.**
- (b) **No Loud Speaker is permitted. Only light music can be played, strictly not beyond 10PM(2200hrs).**
- (c) Bursting of crackers and fire display and Dummy/live firing by guns/pistols are strictly prohibited.
- (d) Digging in the lawns is prohibited.
- (e) Pasting/putting any nails on the walls is prohibited.

- (f) Alternate Stand By electricity arrangement to be made if necessity is felt.
- (g) Community Hall premises area is to be vacated in all circumstances within one hour of the time booked. For period of stay beyond one hour an additional Charges of Rs 500/- per hour will be charged. This includes removal of all hired items. If it exceeds 3 hours, the rentals will go into next slab.
- (h) Cancellation terms are as follows:- In case of subsequent cancellation, 50% of the charges will be retained by JVVHOWA if it is before 72 hours. If the cancellation is done, less than 72 hours, 100% will be retained.
- (i) Person booking Association Community hall has to ensure that the vehicles are parked only in the parking space outside the gate. In any case the parked vehicle should not disrupt the normal flow of traffic at owners own risk. All the gates of Jal Vayu Vihar will be closed by 11 PM. Traffic movement is permitted from South Gate Only.
- (j) No animals are permitted inside the Community center area.
- (k) A representative of the party booking the Community Hall is to take over the premises before the function. The premises are to be handed over and damages if any, duly signed after the function is over. (List of Fittings i.e. fans, Lights & Bathroom fittings & breakage is attached at appendix A)
- (l) No foreign nationals are permitted inside the Jalvayu Vihar premises without prior permission.
- (m) Smoking and Spitting is prohibited.
- (n) No furniture is provided with the Hall. However Plastic Chairs can be hired at the rates prevailing from time to time.
- (o) No laying of tables and serving/eating of food is permitted inside the community hall.
- (n) No liquor will be served either in booking area (Hall & Lawn). In case any liquor is required to be served due to unavoidable reason, necessary permit from the Excise Authority for serving liquor will be obtained by member concerned and a copy of the same is required to be submitted much before the function date.**
3. A security deposit (equal to 1.5 times the amount of booking charges) will be deposited in advance along with the hire charges to cover any loss/damage to the JVVHOWA property. The amount of loss/damage if any, shall be determined by the management, whose decision shall be final.
4. I hereby deposit/have already deposited Rs...../-(Rupees..... Only) by demand Draft/Cheque No.....dated .....drawn on.....Bank in favour of 'JVVHOWA' towards full payment of all charges due.
5. I have read and understood the terms and conditions of the use of the JVVHOWA Community Hall/Lawn and agree to abide by them. We are aware that violation of any terms and conditions will result in the forfeiture of our security deposit.
6. JVVHOWA is well within its right to cancel any allocation/booking on a short notice/without any prior information. However this will be done in exceptional circumstances only.
7. After function is over, the area must be cleared/cleaned & swept neatly immediately on the following morning. Cleaning charges will be Rs 500/- per day.

- 8. Security guard will be provided for control of traffic and parking. The service is chargeable as per existing rates.
- 9. Electricity charge of Community Hall & Surrounding Light will be as per meter reading @ Rs 20/- per Unit.

Your Faithfully

(Signature)

Recommended/Not Recommended

Name : .....

: Member I/C Akash Ganga

Date.....

Approved/Not Approved

Name .....

President/Secretary

**( To be filled after the completion of Event and at the time of finalization of Account)**

Payment Received Details

i) Booking Charges for Hall Rs.....	Collected Vide R.No.....	dt.....		
ii) Hall Security Charges Rs.....	Collected Vide R.No.....	dt.....		
iii) Security Guards Charges Rs.....	Collected Vide R.No.....	dt.....		
iv) Hall/Lawn Cleaning Charges Rs.....	Collected Vide R.No.....	dt.....		
v) Electricity Charges Rs .....	Collected vide R.No.....	dt.....	Manager	Manager