

JALVAYU VIHAR HOUSE OWNERS WELFARE ASSOCIATION

☎: 040-23058018, 7680953171

To,
The President,
JVVHOWA, Kukatpally,
Hyderabad – 500085

GUEST ROOMS BOOKING APPLICATION

Dear Sir,
I ..... resident of ..... request booking of Guest Rooms for me/
guests on the occasion of ..... as per the following details.

- 1. ADDRESS OF BOOKING PERSON : .....
2. CONTACT NUMBERS : .....
3. NATURE OF OCCASION/FUNCTION: .....
4. NUMBER OF GUEST ROOMS REQUIRED : ONE/TWO (Tick whichever is required)
5. DATE & TIME OF BOOKING : From Date ..... From Time ..... Hrs.
To Date..... To Time .....Hrs. TOTAL NO. OF DAYS.....

TERMS AND CONDITIONS

- i) Smoking and consumption of liquor inside the guest room is strictly not permitted.
ii) No Loud Speaker is permitted only light music can be played, strictly not beyond 10 pm (2200 Hrs.).
iii) Pasting/putting any nails on the walls is prohibited.
iv) Guest Room's 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 100/- per hour will be charged. This includes removal of all your personal belongings. If it exceeds 3 hours, the rentals will go into next day.
v) In case of guest room booking cancellation before 72 hours of booking, 50% of the rental charges will be retained by JVVHOWA OR If the cancellation is within 72 hours of booking, 100% will be retained. However total deposit will be refunded.
vi) No pet animals are permitted inside the Guest Rooms.
vii) No foreign nationals are permitted inside the Jal Vayu Vihar premises without prior permission.
viii) Furniture/Fixtures/Bed Covers/etc. is provided in the guest Room shall not be damaged or missed. Any missing or Damage, charges will be levied by the association which will be decided by the BOM.
ix) JVVHOWA is well within its right to cancel any booking on a short notice/without any prior information. However, this will be done in exceptional circumstances only.

I have read and understood the terms and conditions for Guest rooms usage which are mentioned above and agree to abide by them. I am aware that violation of any terms and conditions will result in the forfeiture of our security deposit.

Date:

Yours Faithfully,

Signature of Applicant

**Recommended/Not Recommended**

Signature .....  
Member I/C Akash Ganga/Secretary

Date: .....

**Approved/Not Approved**

Signature .....  
President

Date: .....

**FOR OFFICE USE ONLY**

**Note: Please Do Not Collect the Amount Without Approval (To be filled immediately after booking)**

Booking Amount Collected Rs ..... Receipt No. .... Date .....

Deposit Amount Collected Rs ..... Receipt No. .... Date .....

**Signature of Clerk**

**Signature of Treasurer**

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

1. Damage Charges if any Rs .....

2. Any other charges Rs .....

**TOTAL CHARGES Rs .....**

**LESS DEPOSIT Rs .....**

**AMOUNT REFUNDABLE/PAYABLE Rs .....**

**REFUNDED/RECEIVED BY CASH/CHEQUE NO ..... DATED ..... Vr No. ....**

**Signature of Clerk**

**Signature of Treasurer**