

- Option 1 - This form can be filled electronically Filled in Word & printed
- Option 2 – Printed form can be taken from Society Office and Manually Filled.

BOOKING FORM FOR COMMUNITY HALL

To. The Secretary <i>Green Heavens, SAIL CGHS</i> Plot No. 35, Sector-4, Dwarka, New Delhi - 110 078	Request Date		
	Name of Resident		
	Flat Number		
	Mobile Number		
	Booking Period	From	To

Request for booking of Community Hall

Dear Sir/Madam

I confirm that I have read the rules included in the annexure to this form and I wish to use the Community Hall for the following function(s) of my family.

I request the society MC to please accept my application for booking and confirm my request for booking and I agree to pay the requisite charges and the required security deposit.

UNDERTAKING BY USER

- ☐ I, hereby undertake to vacate the Community Hall on time. Before vacating, I will ensure that I will get the Community hall & its surroundings cleaned and remove all refuse to society's stated expectations. All food leftovers will be removed on the same night and disposed off at designated bins outside the society/or carried away by my agencies/caterers.
- ☐ If in society manager's opinion, if any cleaning is needed in adjoining areas, I agree to pay the mandated fine. The society can either deduct this from the security deposit or charge it in the monthly bill.
- ☐ I agree that no nails, pins etc. will be used on the walls etc. while decorating the hall and I am liable for any damage caused incidentally to any wall/fittings/fixtures/furniture etc.
- ☐ I confirm that I will ensure that my caterers/tent house agencies will collect their utensils/waste before 10 pm. The society will not allow loading/unloading after 10 pm.

Application approved By	Resident Signature	
For Office Use Only		
Date of Receipt of Application	Payment Information	Booking No

Annexure to Booking Form

Updated :
23Apr2026

RULES REGARDING USE OF COMMUNITY HALL

All members are requested to abide by the rules and help in strengthening the hands of the Managing Committee for sustaining a clean and good Community Hall for times to come.

GENERAL RULES

1. The Use of Community Hall is permitted only for Residents of the society.
2. **Booking** is on **first-come-first-serve basis**, subject to **acceptance of booking application in the designated format along with the payment in advance**. Booking shall be confirmed only on receipt of the charges & security deposit amount in advance.
3. The Managing Committee reserves the right to allot/cancel booking of the Community Hall at its discretion.
4. Only limited power backup may be made available in case of power outage.
5. **Booking charges for the Community Hall :**

Security Deposit (Refundable but subject to deductions for damages/fines etc)	Rs. 5000/-
Charges	
a. Usage Charges per day	Rs. 3000/-
b. Charges for Security ,Electricity Consumption (Mandatory)	Rs.500/- per Day
c. Cleaning Charges (Hall will be cleaned & handed over) (Mandatory)	Rs.600/
d. Optional : Usage charges only for using society music system	Rs. 1000/-
e. Fine for littering in adjoining areas or lawns / dumping leftovers in drains/ abandoning leftover food overnight	Rs. 5000/-

6. Residents are requested to advise their guests not to roam in the society and all care must be taken not to cause any inconvenience to other residents.
7. Residents are required to make necessary arrangement for cleaning of the Community Hall after the function is over. In no case it should be left dirty, or would lead to forfeiture of the security deposit.

HALL RELATED RULES

8. Community Hall **usage** for any party/function in the evening will be permitted only **up to 11:00PM**. The lights and AC will be switched off at 11:00 PM; this will be done by the security guard and the electrician.
9. Playing of loud music in the Community Hall is not permissible.
10. Furniture of the Hall shall not be taken out of the Hall complex.
11. **Serving or consumption of alcohol** in the Community Hall premises or outside the community hall in the open society complex during any party/function organized by a member/resident is **strictly prohibited**. However, it may be allowed by the Managing Committee in the community hall only after License is produced in the society. In case for any violation, resident shall be liable for the consequences. The decision of the M.C shall be binding in this regard.

MISC RULES

12. No lodging is permitted in the Community Hall premises.
13. Any **band** accompaniment for marriage function has to **stop outside the main gate** only and will not be permitted inside the society.
14. Porters with lights and ceremonial horse for weddings will not be allowed inside the main gate of society.

CATERER/TENT HOUSE RELATED RULES

15. After all supplies have been unloaded, the service vehicle must be parked outside the premises.
16. The caterer is only permitted to use gas cylinders and no other fuel sources.
17. The caterer must not dispose of any leftover food or waste within the society premises; all such material must be taken outside the society. Failure to comply will result in a fine.

PARKING RELATED RULES

18. Guest shall be required to park their vehicle outside and to follow the instructions as advised by the security guards for parking of vehicles and the use of passages etc.

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