

CLUB URBANA
Club Operation Guide

Club Urbana offers a conducive environment for a luxurious and secure life style in a well located complex known as Urbana.

This club is a place for all Urbana Acquirers and their guests to engage in social, recreation, mental and physical activities, cultural and sports/games available on the premises.

The Club Urbana would be managed and operated professionally by Urbana Facility Management or any other Associate/ Association (hereinafter to be referred as **Club Manager**)

The Urbana Club rules would be laid down jointly by Bengal NRI Complex Management and the committee of Acquirers' representative and to be executed by the Club Manager, who are responsible for running/maintaining the club facilities.

MEMBERS

All Urbana Acquirers are eligible to become members of the Club by virtue of receiving the Provisional Allotment Letter from Bengal NRI Complex Management and by virtue of paying the Club Fit out Charges. Every member of the Club should be guided by the terms and conditions laid down in the General Terms and Conditions.

It has been provisionally envisaged that the Membership of the Apartment Acquirers will be for their family members who will include the Apartment Acquirers and his/her spouse, their dependent parents and unmarried children. Monthly Maintenance Charges will be payable as set in Schedule (Item # A). If any acquirer desires to have any other adult person of his family residing in his Apartment to have a Membership of the Club, such person may have Additional Membership upon paying fees as set in Schedule (Item # B).

Membership to the Club for the Bungalow Acquirers will be for their family members who will include up to two adult couples, their dependent parents and unmarried children. Monthly Maintenance Charges will be payable as set in Schedule (Item # A). In case any Bungalow Acquirer desires to have any other adult person of his family residing in his Bungalow to have a Membership of the Club, such person may have Additional Membership upon paying fees as set in Schedule (Item # B).

Dependent children of all Member Acquirer would mean unmarried boys lesser than the age of 30 years old and unmarried girls lesser than the age of 30 years old

Members shall be entitled to the right and enjoyment of the services and amenities provided by the Club subject to the rules and regulations as provided herein.

If desired, by signing prescribed form, the Acquirer can assign his membership rights to one of his child to use the Urbana Club for a period of 3 (three) years, which can be further renewed for another term of 3 years term on payment of fees, which is not refundable, as set in Schedule (Item # C). On expiry of 3 years, if not renewed, the nomination will be automatically terminated and the Acquirer will become Member automatically. In case of demise of Member Acquirer, the law of inheritance would prevail and legal heirs would be entitled to be Club Membership.

Inasmuch as only the Urbana Acquirers will be entitled to be the Club Membership, as and when any Acquirer transfers its Apartment/ Bungalow, the membership of the Club will automatically stand transferred in the name of its transferee subject to the rules, regulations and bye-laws of the Club and in such event, the transferor Acquirer shall cease to be a member of the Club.

If the Acquirer is a Company, Partnership Firm, Limited Liability Partnership, Trust, HUF or any other non-individual entity, such entities will intimate the Facility Manager and/or the Club from time to time the name of the person who has been authorised by such entity to reside at the Apartment/ Bungalow and only such person will be regarded as the then member of the Club as if he/she was an Individual Acquirer.

This SOP is only a guideline for the operating module of Club Urbana, the terms and conditions laid in here would be superseded by the General Terms and Conditions as when applicable.

TENANT MEMBER

In the event any Acquirer leases or rents out its Apartment/Bungalow, it will be mandatory of such Acquirer to notify the Club Management of such leasing/renting in prescribed form, specifying complete details with copy of Lease/Rent Agreement. On the request of the Acquirer in prescribed form, such lessee/tenant may be admitted as member of the Club to use the facilities of the Club along with his Family Members upon payment of such Membership Fee. Such Membership of the tenant would be temporary membership depending on the terms of the Lease/Rent Agreement. Upon termination of the lease/tenancy the membership of such lessee/tenant shall automatically cease.

- A. In case where the Acquirer assigns his/her membership rights in favour of the Tenant/Lessee during the period of the Lease/Tenancy agreement, the Tenant will be using the facility based on the terms and condition laid out herein and on payment of same monthly charges which otherwise would have been applicable to resident Acquirer, as set in Schedule (Item # A)
- B. In case where the Tenant and Acquirer both intend to avail Club Membership, in such circumstances, the Tenant shall need an Additional Membership by payment of prescribed fees, as set in Schedule (Item # D). The Additional Membership Fee would be non-refundable
- C. If any Tenant desires to have any other adult person of his family residing in same Apartment to have a Membership of the Club, such persons may have Additional Individual Membership upon paying fees as set in Schedule (Item #
- D. The Additional Membership Fee would be non-refundable.

In case of any dispute between the Owner and Tenant, Club management will abide by the formal decision of the Owner

The members must carry the Membership Card during their entrance to the Club and during their stay thereat and produce to security and authorized person as when asked for. The member may not be allowed to enter the Club-Premises if he/she does not carry the membership card.

ENTRY TO THE CLUB

There is only one entry to the club and all members will be required to show/swipe their membership card at the entrance, so as to ensure the authenticity of their membership and then these cards could be used at various facilities at each place of available club amenity.

These cards could be preloaded with the cash at the club office to enable the member to pay for the facilities used. This would require an initial cost payable by the member but more convenient and easy for own accounting operations.

The membership cards would be issued to the members and their dependents on payment of Club Charges to the Club Manager and on submission of relevant documents.

In case of transfer of Apartment/ Bungalow, the cards will have to be returned to the Club Manager and the balance in each card will be reimbursed to the member.

Urbana Acquirers shall be responsible for the good behaviour of their guest/tenants during their visit to the club at each location. In case of violation of rules by the guest/tenant, the Member would be responsible and maybe subject to disciplinary action as the case may be.

USE OF CLUB PREMISES

The Club Premises is available for the use and enjoyment of the Member. However, the Club Manager in consultation with the committee of Acquirers representative, reserves the right to use certain areas or portions thereof together with certain facilities for the purpose of hosting party, functions, events, banquets, seminars, conferences and social gatherings from time to time and to which the member shall have no right to object and under such circumstances, access to certain areas and portions of the Club-Premises will be restricted to the Members on such occasions. Club Manager in consultation with the committee of Acquirers representative may decide certain other areas for party, functions, events, depending on the usage from time to time. No party, functions, events, banquets, seminars, conferences and social gatherings should be arranged any on any of the adjacent deck area of the pool /bar /lounge/restaurant.

TERMINATION OF MEMBERSHIP:

A member (or its nominee, in case of a Member being a Company, Partnership Firm, Limited Liability Partnership, Trust, HUF or any other non-individual entity) shall cease to be a member of the club in the following circumstances.

- i) If he/she is found guilty by a competent court of law under an offence-involving moral turpitude.
- ii) On failure to pay within 6 months any debts or dues to the Club, from the date the same becomes due or payable.
- iii) If he/she violates these Rules or misbehaves, commits violence or uses abusive language or becomes a nuisance to other members or by some of his acts and deeds spoils the reputation of the Club.

The decision of the Club Manager in this respect shall be final.

On termination, the membership card will become ineffective and the member will be obliged to surrender his membership card to the Club Manager. In case of termination of membership, no member shall be entitled to any refund on any account whatsoever.

The Club Manager shall intimate the termination of membership to the concerned member within 7 days through-mailer letter through courier.

RE-ADMISSION AFTER TERMINATION OF MEMBERSHIP:

The Club Manager may at its sole discretion readmit the person as a member of the Club whose membership has been terminated in accordance with these Rules on such terms and conditions and on payment of such fee as set in Schedule (Item # E). A member whose membership has been terminated twice shall not be readmitted under any circumstances.

DRESS CODE

Members are requested to maintain a reasonable standard of dress and shall not wear clothing deemed offensive to other members. Members must wear prescribed shoes in Gym and sporting arena.

T-shirts, collared shirt, sandal with strap will be allowed for Bar, Banquet, Lounge. Sports attire including shorts are not permitted in these areas. These areas should not be entered immediately after sports or gyms without getting freshened.

PETS

No pets are allowed entry to the club premises under any condition.

STAFF

Members are requested to maintain decorum in dealing with the club staff at all levels. Tipping of staff on any of the locations is strictly prohibited and will be viewed seriously and any violation could attract disciplinary action against the member/guest.

BANQUETHALL

GENERAL TERMS AND CONDITIONS

Banquet hall could be pre-booked by the member to cater to approximately 200 persons at the club office on submission of application and payment of charges as per schedule (Item #F) In case the hall is required for an additional day for decorating, then, 50% of the charges would be payable for that day also.

Booking will be confirmed only on receipt of the Full Amount with security amount in advance as specified in the Rate schedule.

Banquet and Conference Halls to be booked by the Member / Residents for their own events and purposes only. Anything happening contrary to this, The Club Manager at its sole discretion would be able to call off the event even at the last hour.

These rates could change from time to time, by the Club Manager in consultation with the committee of Acquirers.

CANCELLATION CHARGES

Prior to the day of booking.

01. 30 days – 25%
02. 15 days – 50%
03. 7 days – 75%
04. Day of booking – 100%

These charges will be applicable to all the members in all cases other than demise in the defined family when there will be no charge levied for cancellation of the booking, irrespective of the no of days prior to the booking.

Any damage caused to the club or any of its facilities or properties due to any reason, whatsoever, during the day of the booking, the Member will be liable to bear all the expenses.

In case of damage to Club Property, the cost for restoration shall be borne by the Member as per actual decided by the Club Manager.

FOOD AND BEVERAGE POLICY

Urbana Club will be run professionally by a hospitality management team and outside caterer will not be permitted, save and except with the prior approval of the CLUB Manager. Till the hospitality management team is in place, outside caterers will not be allowed to use the Kitchen of the club for cooking without prior approval of

Club Managers. Food shall be prepared at the designated area and the member would be responsible for cleanliness and hygiene of the area and to leave it in a satisfactory state. This is to maintain the dignity, aesthetics, safety and security of the advanced kitchen provided therein. Any cost borne by the club to clean and to bring it to its original state of cleanliness will have to be borne by the member and recovered from Security Deposit.

For serving alcoholic beverages, member will have to procure excise licence on his own and adhere to the government rules and club will not be held responsible for any violation for the time being till club's license is arranged. The last drink would be served prior to 30 mins before closing hours. Without valid bar licence, serving of alcohol at the Bar would be prohibited.

A copy of the excise permit permission is required to be submitted to the Club reception Three (3) days before the day of booking.

No member is allowed to have drinks or food outside the designated area.

Member would be responsible to remove all leftover food and beverages, disposables at the end of the function and in case Club has to incur any expenditure to clean the same, member would be liable to pay for those expenses. The expenses would be paid at actual and on the demand of the Club Manager, and the same cannot be objected by the member.

Members must adhere to the timing of the Hall booking, and any time beyond the stipulated period, might attract additional charge for another day, at the sole discretion of the Club Manager

ENTERTAINMENTS

All entertainments to be arranged for the function must have prior approval of the club regarding timings and sound decibel levels of the planned entertainment at the function.

Areas to be designated for use of loud speaker and sound / noise level from such loud speaker shall be below 90 decibel or applicable permissible limit, whichever is lower. The Members shall keep the Club indemnified saved harmless against all losses damages cost it may put to due to violation of such rules by the Members.

No commercial performance is allowed within the club premises other than for his invited guest.

No fireworks or fire related items are permitted within the premises of the club. No religious fire/ religious ceremony is allowed within the club premises as the club has wooden structure and cladding on the walls and prone to fire within the premises.

AUDIO VISUAL AND ELECTRICAL INSTALLATIONS

Any electrical work required to be done in the banquet hall will have to be supervised by the designated electrician and as such club needs to be informed of details of work to be undertaken prior to any programme and commencement of work.

Electrical works shall be carried out by the contractors empanelled by the Club Manager

Members providing additional lighting or any electrical work must inform the club the total KV load to be used so as to ensure the availability of the particular load within the premises of the banquet hall.

SAFETY OF THE PROPERTY

The hanging of banners, posters or any other display material using nails is totally prohibited, so as to avoid any damage to the wooden cladding and defacing other property. Only free standing framed banners could be used. No banner or poster is permitted in any of the club area in and around other than the event signage which can be used at the entrance of the club for guiding the guests.

Club is not liable for any loss of any property or belonging of members, or their guests, within the premises of the club, as it is their personal responsibility to ensure its safety.

The member would be allowed to bring in maximum 10 Nos. of guests per day at a time, and maximum No. of 30 guests monthly.

EMPLOYEMENT OF CONTRACTORS/VENDORS FOR BANQUET HALL OR ANY OTHER PARTY

Members are requested to engage only the selected decorator, caterer & vendor by the Club Manager to exercise control over their activities and to ensure club's safety.

Since the selected decorator, caterer & vendor would have given a written assurance of maintaining safety. Standard of material to be used, cleanliness and it will be their responsibility for the conduct of their man power working to do the assigned job, and as such they could be held responsible for any damage or violation of club rules and maintain decorum of the club premises.

COMMON FACILITY

There are various facilities for the residents inside the complex. The sports and health facility are for residents only. However these facilities can be utilized by member's guest by paying guest fees as prescribed by the club for various activities but the guest must accompany the member.

All users of the gym must be at least 16 years of age and carry their dependent card at all time while coming to use the gym or any other sports facility.

Medical Fit Certificate to be provided for senior members.

SPORTS FACILITY

GYM & HEALTH SPA

GYM – Gym shall be common for ladies and gents and its timing would be as per Annexure B

Safety of the members or their guest using the gym is club's top priority. In case gym staff is not available, members must be cautious and no children below the prescribed age are allowed into the gym to ensure their safety. Members need to secure their personal belongings and club would not be liable for any loss of their personal belongings or valuables left in the gym. However club would take all precautions but liability is with the member only.

The object of the gym is to make our members and its users healthier and physically fit but would not encourage threatening environment such as dropping of weights, emotional outburst and loud grunting while working out. Loud and offensive language or uncalled for behaviour is totally prohibited. Using of cell phones should be minimized so as to maintain decorum of the area and courtesy to fellow members.

Members are expected to keep the machines clean. Weights must be re-racked after each use. Use of personal gym equipment such as weights or any other fitness equipment is also prohibited.

Casual walking, use of unwarranted material within the club and especially in the gym area is not allowed.

Members would be responsible for any damage to any machine or any area of the gym.

Decent Workout attire must be worn at all times while using the gym facility. Members must ensure that they use the right type of shoes and cloths so as to maintain dignity and decorum of the club. Machines must be used as per the posted time as a consideration to fellow members in case they are waiting.

Gym should be used in the presence of designated instructors. Any accident / injury happening in the gym, the Club Manager or the Instructor will not be responsible.

INDOOR GAMES (BADMINTON, SQUASHCOURT, BASKETBALL, etc)

These facilities are also only for members but the guest could use them if these are available on payment of the fixed charges and must be accompanied by a member who would arrange to pay for his guest by swiping the card as there is no cash transaction allowed in the club.

TIMINGS

Timings for all Club and sports activities are detailed in Annexure B

These timing may vary from time to time depending on the requirement and the usage, for which members will be informed accordingly.

Members shall bring their own rackets/shuttlecocks /squash balls for playing on the courts and they must be attired properly with the proper shoes for the designated area.

POOL TABLES

Pool tables are provided for the members and their guest. All members are requested to carry their RIFD cards to show if required before starting the game.

Timings

Timings for all Club and sports activities are detailed in Annexure B

No food and drinks is allowed to be taken to the pool table while playing or even when it is covered and not in play.

Children below the age of 14 are not allowed to play on the pool table. Members must restrict their play to one game of half an hour in case other members are waiting to play. Members would be held responsible and liable to pay for any damage caused to the pool table or any other equipment by themselves or their guest.

TODDLERS ROOM

This facility has been provided as a privilege to the members and should be viewed as clubs amenity for member's families. Timings would be decided in consultation with the members so as to facilitate them to use the facility. These timings would be flexible keeping in mind the convenience of members and enable the management to manage the same.

This facility is an open day care facility and parents of the children are welcome to visit the centre but keep it to the barest minimum so as not to disturb the peace and environment of the day care facility. Parents are most welcome in participation of operations and activities of this facility but these must be directed to the management of the club so as to streamline the activities.

CONFERENCE ROOM

Apart from the banquet hall which can be used for large meetings, club has also provided a facility for small meetings / conferences for 10/12 persons exclusively to be used for members only. Chargeable Tea/coffee facility will be available and such arrangements can be made as required by the member, with prior intimation.

Bookings can be done at the reception on payment of fees listed in the schedule (Item # G). The charges are subject to change without any prior intimation as deemed fit by the Club Manager in consultation with the

committee of Acquirers. Secretarial services like limited printing, scanning etc. can be availed on extra charge. Provision for presentations is also available but member will have to arrange for the laptop for the said meeting.

Projector would be available on pre-booking and on payment of a charge, depending on its availability.

CLUB/LOUNGE/BAR/DINING AREA

Shall operate in conformity with the licensing act s issued by different authorities for bar. Club would be procuring a licence from the excise department and this will have to be under the control of the Club Manager.

Since bar & Dining facility would take some more time. To make them viable, we need larger population and as such the timings of these areas would be intimated separately at a later date.

Children below 18 years of age will not be permitted to enter

DRESS CODE AND DISCIPLINE

Since Club is an area of leisure and recreation and as such it is imperative, that members/guest maintains minimum decorum so as to maintain a standard level of the club and the prestige of the premises.

01. No gambling/betting is allowed within the premises of the club.
02. Slippers and or uncovered shoes are not allowed anywhere in the club other than swimming pool / wet areas of the club.
03. Shorts/Bermudas are not allowed in the bar/lounge and dining area.
04. T-shirts with offensive figures should not be worn in any area of the club.
05. Children should be restricted to the areas where they are allowed and not run around and use the club premises as a playground with loud noise and shouting.
06. Non-marking shoes must be worn at designated sporting arenas and gym.

No food and drinks are allowed in the premises of squash court, badminton court and table tennis area. Any violation will be viewed seriously and the member/guest violating these rules may be asked to leave the premises.

It's a member's responsibility to ensure their fitness to play a particular game and club has no means to diagnose the individual member's fitness to play that game.

OUTDOOR

TENNIS

Club has provided a state of the art tennis court for the use of the members and their guest. However, players must ensure the use of right type of shoes with proper soles conducive for the wooden floor to be worn on the courts for the safety of turf as well as for the safety of the individual player. All players must be attired properly to maintain the decorum of the game.

Food and drinks are not allowed on the course and its enclosures.

Members must ensure that they conduct themselves in a manner conducive to the normal discipline of any playing facility and courtesy to the other fellow players.

At the tennis court members are prohibited to wear black sole shoes.

Court booking could be done with a marker/trainer who would be available as per the timings of the tennis court. The court can only be booked by one of the playing members at that time. Morning 6.30 am to 8.30 am (Sundays till 10.30 am – evening 4.00 pm to 8.00 pm – Sundays till 9.00 pm

Members are requested not to use the tennis facility during wet weather conditions and lightening.

SERVICE SUBJECT TO CONTINGENCIES :

The services, amenities and/or facilities offered to be provided at the Club to the members and contained herein are subject to availability of place, accommodation, convenience and subject to any circumstances beyond the control of the Club Manager including any act or law or notification or ordinance passed by the government or any public body or authority or any circular, directive, or order issued or passed by any competent authority or any unforeseen labour unrest, agitation or dispute or natural calamities. Club reserves the right to close any facility for maintenance, safety or other reasons deemed appropriate for the protection of the facility/property.

MODES OF PAYMENT

All members and their dependents will have to be registered and they would be required to submit one photograph each to enable an RIFD card to be made so as to enable the member to use the club facilities and upload the required cash for paying the various facilities charges payable to the club. All members shall be allowed to use and partake of the facilities, amenities and services offered by the Club and pay for the same either by Coupons (to be purchased from the Club

Office on cash payment) or by signing Credit Memos where the members will be required to enter their name and membership number and sign the same or through RIFD Card. Credit memos without membership numbers and signature will not be accepted.

PAYMENTS :

In case of payment by Coupon, no refund shall be made against unutilized coupons but the member may get the coupon validated by the Office / Reception, before leaving the Club Premises on the same day and the same shall remain valid for use for a period of three month from the date of validation. In any event all members will necessarily sign the order slips and the bills and put thereon their membership number. Order slips without membership numbers or incorrect numbers will not be entertained and in such event the member will be asked to produce the membership card for identification.

SETTLEMENT OF BILLS:

Bills for the preceding month shall be sent to the member within 15 days of each succeeding month and shall be payable by the member within the 30th day of the billing month. The Bill will include the monthly subscription, other charges and will be supported by signed copies of the credit memos.

INTEREST:

All bills which are overdue beyond 30th days from the due date shall attract interest as imposed or applicable and the member will be liable to pay such interest as may be calculated till the time the bill is finally settled / paid.

CONSEQUENCES FOR NON PAYMENT OF DUES TO THE CLUB:

A member shall pay his dues within the 15th day of the billing month. The Club Manager after the expiration of such period, shall send a reminder letter by Registered Post A.D. asking him to make full payment within 15 days of the issuance of the letter. If the member still fails to clear all his dues then the Club Manager shall appropriate the amount out of the Security Deposit. If the member still fails to pay the balance, if any and does not replenish the Security Deposit within 30 days, his membership will be suspended for 30 days and his name put up on the Club Notice Board. If despite the above, the member fails to clear the dues and the replenishment, then on expiry of the 30 days suspension period the membership will stand terminated and the name of the member shall be struck off from the Club Membership Register without further reference to the member and the Club shall have

the power to recover the dues in full from the defaulting member by such processes as may be deemed fit. A member once suspended will not be permitted to enter Club premises either personally or as guests even if introduced by any other member.

COMPLIANCE WITH RULES AND REGULATIONS AND DECISIONS:

All members of the Club shall be bound by the rules and regulation and decisions and bye-laws which may be made by the Club Manager from time to time.

REMOVAL OF OR DAMAGE TO CLUB PROPERTY:

If a member damages, destroys or takes away from the Club upon any pretext whatsoever, any newspaper, pamphlet, book or other article or furniture, equipment or things belonging to the Club, he shall be liable to make good such damage or loss whether the damage is accidental or willful, but in the latter case, he shall be liable to pay such further amount by way of fine as the Club Manager may determine. A member shall remain liable for any such damage or loss as aforesaid caused to the Club by himself, his children or his guest.

LOSS OF MEMBER'S PROPERTY:

The Club Manager will not be responsible or liable for loss of monies, valuables or other property, belonging to any member or guest in whatever manner, notwithstanding that such loss may be caused by acts or omission of the servants and other employees of the Club Manager in course of employment. In the event of any such loss it shall be the duty of the member concerned to report the same in the first instance to the reception office for necessary enquiry and action. It shall be lawful for the Club Manager without giving any notice, in that behalf to sell or dispose of through public auction or private treaty any property left at the reception office of the Club or found on the Club premises and not collected by any one in case of perishable property on the following day and in other cases for period of 15 days from the date it was found. The owner or any person claiming any interest in such property shall not have any claim of whatsoever nature against the Club Manager on account of any loss suffered by him. The sale proceed thereof shall form part of the property and assets of the Club.

TABOOS:

- a) No member or guest shall be allowed to bring any pets within the Club Premises.
- b) Diving or jumping into the swimming pool from a height is dangerous and is therefore strictly prohibited.
- c) No member shall create any noise or play any music system or radio or any other instrument or behave or conduct himself in any manner in the Club premises, which may be objectionable, improper or indecent or which may cause any annoyance to other members or their guests.
- d) No member should arrange any private parties on the adjacent pool arena/bar /lounge/restaurant. Parties should be arranged in the Multi utility halls/ Community Halls on pre booking methods.
- e) No member shall pluck flowers or uproot and/or damage any plants, trees or vegetation.
- f) Children below the age of 18 years are not permitted in the Bar nor shall any alcoholic drinks be served to them.
- g) Chewing of bettle and other forms of tobacco/ pan masala and spitting the same is strictly prohibited within the Club Premises and/or Compound and members and their guests are expected to refrain from such activities while in the Club Premises.
- h) Smoking is also not allowed in the Club Premises except in the designated places. However, if other members object to the same, the offending member is expected to co-operate and refrain from smoking.

- i) A member shall be liable to pay the replacement value for breakages of sports and/or other equipment, furniture, fittings, fixtures etc or damages to any property of the club provided that in this case the Club after inquiry is satisfied that such damages were caused by the said member either by way of gross negligence or willfully.
- j) No member would be allowed to enter the bar/ lounge/ restaurant in sweat or soiled clothes. Each member would freshen up after utilizing the gym or any indoor or outdoor sport facility before entering the bar/ Lounge/ restaurant

ACCIDENT / INJURY:

The Club will not be responsible or liable for any accident or injury caused to the member / family / guest during the duration of their presence in the Club, or due to any sporting activity or negligence or due to the acts or omission on the part of servants and other employees of the Club Manager acting in course of their employment.

COMMUNICATION:

All the notices and communications sent to the address of the member as recorded with the Club shall be deemed to have been properly delivered after six days of dispatch by ordinary post. The member should intimate to UFM immediately any change in his address for communication. The members shall communicate with the Club through courier service or personally delivering the communication at the Club only. Communication by members through courier service shall be deemed to have been properly delivered on the date of its receipt by the Club.

JURISDICTION:

Any dispute or difference arising between the member and the Club Manager relating to the Club membership, management of the club or otherwise shall always be subject to jurisdiction of Court of Kolkata.

DISCRETION:

The Club Manager reserves the Rights of and to admission. The Club Manager in consultation with Committee of Acquirers has the right and power to amend, modify, add or delete any of the Rules & Regulations & Bye-Laws and the Terms & Conditions of the Urbana Club, as well as Fees, Deposits, Subscriptions and other Charges applicable to the Club and members hereby undertake to confirm, agree to the prevailing Rules, Regulations and Bye-Laws and any amendment thereto, from time to time.

OTHER TERMS AND CONDITIONS

- For Guests, the entry fee as stated in the schedule [Item # H] would be payable to avail sports facility. There would be additional charges for any specific sport, to be decided later by the Club Manager in consultation with Acquirer representatives.
- Additional Charges maybe applied for holidays and weekends.
- The timings mentioned herein are subject to change at the discretion of the Club Manager without any notification.
- Monthly club charges should be paid within the due date. Delayed interest at the rate of 15% would be levied on non payment of the same. Member's whose monthly charges are outstanding for a period of 3 (three) months or more would be suspended from using the club till the same is cleared. And after 6 Months, penalty as decided by Club Manager would be levied.
- Any changes to the Club Rules would be notified in the Club Notice Board.

- Children below 12 years of age would be allowed without parents or attendants. If any attendant is absent the same needs to be hired from club for a charge payable at actual.
- Any group of guests exceeding 10 members and maximum 30 guests monthly would be accessible on prior permission of the Club Manager and based on availability. However, the Club Manager shall take consent of the Committee of Acquirers.
- Use or Consumption of Narcotics/ Prohibitive Drugs is not permitted within the premises
- Carrying of Fire Arms / Ammunition not permitted.
- In case of any misbehaviour of Guest/ Tenant the Member shall be held accountable
- Club Premises cannot be used for Political or Religious display or event
- For Decorations use of cello tape/ adhesive on ceiling/ wall is prohibited.
- No Gambling & betting or similar activities is permitted within the Club Premises
- No fire crackers or similar explosive/ sound emitting crackers permitted within the club Premises
- Club to be closed on Monday.

These rules and regulations have been drafted for consideration of the management and the members so as to ensure that these become the laid down rules and regulations for smooth running of the club.

ANNEXURE A**For every type of membership Monthly Charges Needs to be paid along with Maintenance Charges****All taxes , as applicable, would be charged extra.****Schedule**

A	Monthly Club Maintenance Charges Apartment Bungalow	Rs 1200 Rs 2400	Per member family
B	Additional Members:		
	Family: One Time Monthly Charges	Rs 1,00,000 Rs 1200	Per additional family, family would mean the same as referred in GTC
	Individual: Annual Monthly	Rs 4000 Rs 400	Per Individual
C	Assignment of Membership in favour of any Child for 3 years First assignment Renewal of assignment for further 3 years	Free Rs 5000	Each renewal
D	Tenant Member		
	Family: Annual (on pro rata basis) Monthly Charges	Rs 18000 Rs 1200	Per additional family
	Individual: Annual Monthly	Rs 6000 Rs600	Per Individual
E	Readmission fees (after Termination)	Rs 10000	Per instance
F	Banquet Hall Refundable Security Deposit Non-Refundable Rental Charges: 1. Saturday, Sunday, Holidays 2. Weekdays other than Saturday, Sunday and Holiday	Rs 25,000 Rs. 35000 Rs 25000	Per Day Per Day
G	Depending on low usage of the restaurant and other specific Club Areas, same can be added along with the Banquet. Only Restaurant cannot be booked. This would depend solely on the discretion of the Club Manager	Rs 25000	Per Day

H	Conference Room: a. For 4 hours b. For 8 Hours c. Secretarial Service d. Projector [24 Bottles of 200 ml water bottle complimentary]	Rs 1200 Rs 1500 Rs 500 Rs 500	
I	Guest Charges for accessing gym & sporting activities [No charges for accessing Restaurant or Bar]	Rs150	Day
J	Multi Purpose Hall Refundable Security Deposit: Non-Refundable Rental Charges: 1. Saturday, Sunday, Holidays 2. Weekdays other than Saturday, Sunday and Holiday	Rs 20,000 Rs. 23000 Rs 18000	Per Day Per Day

ANNEXURE B

Timings

Swimming Pool	7.30 am to 11.00 am & 4.00 pm to 5.30 pm for Children; 5.45 pm to 9.00 pm & 7.30 am to 12.30 pm on weekends
Cards Room	8.00 am to 11.00 am & 4.00 pm to 9.00 pm
Squash Court	8.00 am to 11.00 am & 4.00 pm to 9.00 pm
Indoor Games	8.00 am to 11.00 & 4.00 pm to 9.00 pm
Tennis Court	Timings are evolving
Banquet & Conference Room	Rent Basis

Rules for Swimming Pool

FOR ADULTS: 7:30AM-11:00AM, 5:45PM-9.00PM

FOR CHILDREN: 4:00PM-5:30PM

- Children (below 3years) not allowed.
- No spitting allowed in the pool area and pool hygiene should be maintained at all times. Life guards/attendants have been instructed to keep a strict eye on members pertaining to hygiene in the pool.
- Smoking, food & alcoholic beverages are not permitted in the pool area.
- A shower is a must before entering the pool.
- Please sign the register and show your membership card to the security personnel/attendant at the entry of the club.
- All swimmers must wear caps.
- All swimmers must be attired in proper swimming gear.
- All members must vacate the pool area by 9pm.
- No one is permitted to use the pool in absence of attendant/life guards.
- Please refrain from swimming if you are nursing an open cut/wound or contagious disease.
- No ayahs, servants and drivers are allowed in the pool area.
- Diving is strictly forbidden at any of the end of the pool.
- Non swimmers are not permitted to enter the pool. Swimming training is allowed only under guidance of attendant.
- Lifeguards/attendants will be on duty during specified pool hours.

- The club will not be responsible for any accident or loss of personal articles left in the pool or surrounding area.
- Only those persons using the swimming pool, are allowed to use the deck and surrounding area. No "bay watching."
- Members are requested to use the facility only in the presence of attendant/life guards. The club authorities shall not be responsible for any untoward incident in case of misuse of the facility.
- All members are requested to cooperate with the security/ attendants/ life guard as and when required, to maintain the decorum of the club

GYM ETIQUETTE AND RULES:-

- In order to maintain better hygiene and as a courtesy to fellow gym members, we request you to please remove shoes and have different sets of appropriate gym shoes before entering the gym.
- Person below the age of 16 are not permitted in the gym area.
- Certain facilities of the gym may be restricted by the attendant/ trainer, keeping in mind the health condition and well being of the member.
- Locker facility with attendant is available at the lobby of b-2.
- Please carry your own clean white towel and other such accessories, if required, to the gym.
- Please wear appropriate and acceptable gym wear, which includes clean t-shirts, track pants/shorts and clean athletic shoes.
- As a sign of courtesy towards other members of the gym, it is expected that the used equipments be cleaned of any perspiration after completing the exercise.
- All free weights, plates, dumb bells are to be re-racked to their respective places after use.
- Please do not drop the weights.
- Use a spotter when lifting weights. No exceptions please.
- Please be considerate to other members during usage of equipment.
- No food or drinks except bottled water/ juice/ shake to be brought inside the gym. no eating inside the gym.
- Use of mobile phone for telephonic conversation or any other use which may disturb others is prohibited.
- Smoking is not permitted here.
- The gym shall be open only when professional. Trainer/attendant is available and all activities shall be done under their supervision.
- For your own health and safety please consult your physician for the type of exercise/equipments to be used at the gym. The professional trainers/attendants may refuse use of certain or all facilities to the member at his discretion for the member's own safety and health condition. The club authority shall not be responsible for any health related hazard or matter due to use of the facilities.
- No personal trainer is/are permitted to enter the gym. training is allowed only under guidance of attendant/ trainer

- all members are requested to cooperate with the security/ attendants as and when required, to maintain the decorum of the club

BADMINTON:

You are requested to contact the attendant before the start of the game to facilitate the same.

All members should bring their own Rackets and Shuttle.

If members are waiting for the game, you are requested to vacate the court at the end of the game or within 20 minutes, whichever is early.

SQUASH:

You are requested to contact the attendant before the start of the game to facilitate the same.

All Members are requested to bring their own Rackets & Ball.

If members are waiting for the game, you are requested to vacate the court at the end of the game or within 15 minutes, whichever is early.

Members below the age of 14 years are not allowed.

CAROM:

You are requested to contact the attendant before the start of the game to facilitate the same.

If members are waiting for the Game, you are requested to vacate the court at the end of the game or within 20 minutes, whichever is early.

TABLE TENNIS:

You are requested to contact the attendant before the start of the game to facilitate the same. All Members are requested to bring their own Rackets & Ball.

If members are waiting for the Game, you are requested to vacate the court at the end of the game or within 15 minutes, whichever is early.

CHESS:

You are requested to contact the attendant before the start of the game to facilitate the same.

If members are waiting for the Game, you are requested to vacate the court at the end of the game or within 30 minutes, whichever is early.

CARD ROOM:

Members are requested to bring their own cards and accessories.

Gambling & Betting in any form is strictly forbidden.

Members are requested to strictly adhere to the Rules and Regulations if any Member(s) is found to violate it, strict disciplinary action will be taken.