

Urbana Facility Maintenance Private Limited

Application for Community Hall Booking

Particulars	
Name of the Owner : _____ Tower:_____ Floor:_____ Flat:_____	
Contact No: _____	
Date of Booking: _____	
Date of Event: _____	
Duration: (In hours) _____	
Chargeable Amount: _____	
Signature of Owner: _____	Signature of Facility Manager: _____
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For Office Use Only: Date: _____ Signature of Accountant: _____	Date of Booking: _____

Urbana Facility Maintenance Private Limited

Community Hall Rules & Regulations

Community Hall may be hired by Residents. Users for holding parties subject to conditions laid down in the Rules and on first come first serve basis.

1. Booking will be accepted and confirmed on first come and first serve basis, only from residents with no outstanding dues. Booking cannot be made by i) Guests of residents, ii) Directors / Officers of companies holding units, but not residing in the complex.
2. Booking can be made only for private/personal functions, but not for use of any public/commercial purpose.
3. The premises and it's furniture & fittings to be handled with care to avoid any loss or damage
4. No sticking /pasting allowed on the walls of the hall/common areas;
5. Function are to be only of private/personal nature and should not disturb other residents;
6. Sacrifice of any living breeds, Animals or Birds or of any living thing for any religious or spiritual event or purpose is strictly prohibited for rituals.
7. Electricity charges shall be extra, as per actual consumption.
8. Number of invitees to be kept within specified capacity of hired premises; Food service will be allowed only in the areas designated by the UFM.
9. **No cooking shall be allowed inside the community hall kitchen. However, warming of foods shall be allowed by using microwave or food warming burners only. Only 2 Commercial LPG Cylinder are permitted for the same.**
10. The UFM reserves the right of admission to community hall;
11. Booking will be made by the Residents in the specified application form duly filled with details;
12. Booking will be made of "First Come First Serve" basis as per time and date of request letter along with full payment of all charges.
13. No resident will be allowed to host a function if any dues pertaining to his flat is outstanding;
14. Decorator/Caterer and other service providers appointed by the hirer shall follow the UFM's rules and shall contact UFM office to become aware of rules and regulations of usage of above areas prior to the function.
15. None of the personnel or staff from the decoration or the event management team etc. shall be allowed to stay overnight in the development or in the community hall pre or post of the event.
16. All the decorative should be cleared and removed immediately after the event by the booking party.

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17. Buffet tables and general sitting arrangements can be made in the lawn, but no fixtures such as Pandals, tents, arches, digging, etc. cannot be erected in the lawn as well any sort of live games or entertainment is strictly prohibited.
18. **If any alcohol is being served during the event, permission (NOC) from the Govt authorities is a must. A copy of the permission must be forwarded to the FM,48 hours before the event.**
19. The residents shall have to take full responsibility for the conduct and all matters concerning the service providers and all the equipment and furniture etc. provided by the service provider will be at the sole risk and responsibility of the service provider/resident.
20. Damages caused by users, guests or service providers during the function must be restored by the resident at their own cost within a fortnight of the function. Otherwise the UFM will carry out the repairs on behalf of the resident and add the cost to the next Common Area Maintenance bill.
21. To ensure adequate security in the building and least inconvenience to other residents, a detail list of vendor/service provider must be submitted to UFM, 48 hours prior to the event. A copy of the Permission if any from the necessary Govt authorities, must also be provided within 48 hours prior to the event.
22. The UFM appointed electrician must only be used for making electrical connection. If any expert electrician is necessary for special purpose then he must work under the supervision of the UFM appointed electrician.
23. No resident will be permitted to book the hall for more than four consecutive days in a month.
24. The Premises shall be handed over on the day of the booking only.
25. If any music or loud sound during the function is expected, then required permission from Police & other Govt authorities, if any should be taken by the resident holding the function and he will be solely responsible for any damages on this account. Music or sound shall not be permitted after 10:00PM. Sound decibel level permitted as per law is to be strictly maintained. A copy of the permission must be forwarded to UFM, 48 hours prior to the event.
26. **If the Community hall is booked by a tenant then an acknowledgement, either written or through mail is required from the concerned owner.**
27. **For the community living convenience and etiquette, playing of loud music shall not be permitted in any of the open area within the Urbana compound. Music within permissible decibel limit may be played at the inside of individual tower's community hall (not outside in the lawn) till 10:00 PM after getting permission from competent authority as mentioned above. This may be relaxed for events organized centrally by Resident's committee and UFM/BNRI.**
28. **Pandal, any structure or any flower decoration is not allowed in the tower main gate, your apartment lobby and anywhere inside the building premises, in the parking area or other non-parking common areas.**
You can only decorate the Community Hall entrance gate.
29. Visitors can park their car in designated visitor's car parking areas if available.
30. Spirit of the rules must be followed. In case of any dispute decision of the UFM will be final and in case any resident violates any of the above rules then he/she may not be permitted by the UFM to book these facilities for next 2 years.

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COMMUNITY HALL CHARGES: -

Minimum booking charges Monday to Sunday:

Tower	Member capacity (prsn) (approx.)	Hall Charges (Rs.) With GST	Hall Charges (Rs.) With out GST	Charges for Lawn (Rs.) With GST	Charges for Lawn (Rs.) With out GST
Tower 1, 5, and 6	75	5,000/-	4,237 /-	3,000/-	2,542 /-
Tower 2 and 3	150	10,000/-	8,475 /-	7,500/-	6,356 /-
Tower 4	100	7,500/-	6,356 /-	3,000/-	2,542 /-
Tower 7	100	7,500/-	6,356 /-	5,000/-	4,237 /-

Timing: 8 Am to 11:00 Pm

Electricity charges shall be paid by the residents on actual basis.

Cleaning charges shall be Rs. 1000/- extra.

Cancellation Charge:

From 30th day to 15th day of function date: 10% of booking amount will be deducted.

From 14th day to till the date of function date: 25% of booking amount will be deducted.

In case of Death of Resident: 1 day/ night free use of hall should be made available.

I/We have read and understood the above-mentioned terms and conditions, documents referred to therein and agreed to abide by the same and also returning the duplicate copy of this guideline, duly signed, as the token of acceptance.

Signature of the Owner
