

Press Club of India

1, Raisina Road, New Delhi-110 001

(Phone: 011-23719844, 27330248, 23357048)

Form for reserving facilities for conferences or meetings

1. Name of the organization/individual:
2. Address:
.....
3. Contact Telephone No: Mobile No:
4. Nature of Conference/Meeting:
5. Name of the Chief Guest:
6. Date of Meeting:
7. Duration: From To
8. Additional facilities if any required:

DECLARATION:

I know the above mentioned person/organization well and the meeting may please be booked in my name. I take the responsibility of payment and any other matter related to the meeting/conference.

Name of the Member: M. No:

Address:
.....

Contact Phone No: Mobile No:

Signature of the Member

ADVANCE PAYMENT:

Receipt No.: Date Amount

Final Payment:

Catering Bill No.: Date Amount

Bar Bill No.: Date Amount

Receipt No.: Date Amount

Rules relating to the booking and cancellation of Conference/meeting facilities at the Press Club of India:

1. Catering charges shall be extra.
2. Outside catering or food items brought from outside are not permitted.
3. Cell phones should be switched off before entering into the conference venue.
4. Noise outside the conference room must be avoided.
5. Sale of tickets, books, collection of donation or any commercial activity is not permitted.
6. A banner, the format of which will be approved by the Club, may be displayed inside the meeting hall only and at no other place.
7. P.A. facilities shall be provided by the club.

Guidelines for booking the conference and catering facilities:

1. Reservation for the facilities are confirmed on receipt of the duly filled form and advance payment
2. Any change, amendment, alteration in the catering arrangements should be intimated at least 48 hours prior to the function.
3. Only a provision of serving additional 10 per cent on a minimum guaranteed number of persons booked for catering requirements can be made.

SCHEDULE

12.00 Noon ----- 3.00 P.M.	Amount: Rs. 5,000
03.00 P.M.----- 6.00 P.M.	Amount: Rs. 5,000
06.00 P.M.----- 9.00 P.M.	Amount: Rs. 5,000
Entire Day: 12.00 Noon ---- 9.00 P.M.	Amount: Rs. 12,000

Rules for Cancellation of booking of venues:

1. At least 20 days advance notice before the date of meeting/conference is entitled for a full refund.
2. Between 12-20 days advance notice: 90 % of advance paid shall be refunded.
3. Less than two days, 50 % of the advance paid, shall be refunded.
4. Postponement of booking will be treated as cancellation and is subject to the above terms and conditions.
5. For cancellation of catering requirements a minimum of 48 hours advance notice is required for refund.

NOTE: On Saturday no booking after 7.00 P.M.
No booking on sunday.

Date.....

Signature

(Name:)