



# Clube Tennis de Gaspar Dias

Miramar, Panaji-Goa 403 001 India. ☎ 91 (832) 2462220/21, 2463491/92

I, Mr./Mrs./Ms. \_\_\_\_\_

Member of this Club having Membership No. \_\_\_\_\_

request the Managing Committee of CLUBE TENNIS DE GASPAR DIAS, Miramar, Panaji, Goa to

Kindly allow me to use the Club's premises \_\_\_\_\_

For the purpose of \_\_\_\_\_

(specify the details for which the club's premises required-Function)

To be held on (day/date) \_\_\_\_\_ from (time) \_\_\_\_\_ hrs. To \_\_\_\_\_ hrs.

\_\_\_\_\_  
(SIGNATURE OF THE APPLICANT / MEMBER)

Date:

Miramar, Panaji, Goa.

NAME OF HOST / GUEST \_\_\_\_\_

ADDRESS \_\_\_\_\_

Tel. Nos. Cell. \_\_\_\_\_ Res. \_\_\_\_\_ Off. \_\_\_\_\_

## IMPORTANT NOTE

**KINDLY ADVISE YOUR ORGANIZER / DECORATORS / CATERERS / BAND / OTHERS TO STRICTLY COMPLY WITH THE TERMS AND CONDITIONS, AND ANY OTHER CONDITIONS PRESCRIBED BY THE MANAGING COMMITTEE FROM TIME TO TIME.**

**PLEASE SIGN THE UNDERTAKINGS APPLICABLE**

## FOR OFFICE USE ONLY

Amt. \_\_\_\_\_ Receipt No. \_\_\_\_\_

Deposit \_\_\_\_\_ Receipt No. \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_



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## UNDERTAKING

I, \_\_\_\_\_ Residential address \_\_\_\_\_

Have booked the Club's premises \_\_\_\_\_ On \_\_\_\_\_

For the purpose of \_\_\_\_\_

I am fully aware that as per the Order of the Hon'ble Supreme Court of India in Write petition No. 72/1998 and Civil Appeal No. 3785/2005 decided on 18/07/2005, playing of music or amplified sound after 10.00 p.m. is completely banned under the Air (prevention of Control of Pollution) Act, 1981 read with Section 8 of the Noise Pollution (Regulation & Control) Rules, 2000.

I Hereby undertake that no music or amplified sound beyond permissible limits shall be played after 10.00 p.m. in the booked premises and I further undertake to abide by all the relevant Acts and Rules in that respect.

In any event if the music is not stopped, than the authorized person of the Club shall have the right to stop the music after 10.00 p.m. If the music is continued thereafter then the said authorized person shall report the violation to the concerned police station.

I say that I would be solely responsible / liable for any violation of the Undertaking and I further confirm that the Managing Committee or the Management or the Staff of the Club shall not in any way / manner be held responsible/ liable for such act of violation, if any.

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Place: Miramar, Panaji - Goa.

Contact No. \_\_\_\_\_



**UNDERTAKING**

**UNDERTAKING**

Sir,

I, \_\_\_\_\_ (Name of Host / Guest or Member Responsible for the function) have booked  Sala de Gaspar  Estela  Fiesta  Flamingo  Terrace  Solario  Board Room  Level 1  Lawn (please tick), on \_\_\_\_\_ (date).

I have read the Hall Booking & Cancellation Policy, Terms & Conditions for booking the premises, notices and agree to co-operate. I shall be solely responsible / liable for any violation of the Club's rules.

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_  
Place: Miramar, Panaji - Goa.  
Contact No. \_\_\_\_\_



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## TERMS AND CONDITIONS FOR BOOKING OF THE PREMISES

w.e.f. 1st September 2018

1. Management of the Club strictly prohibits the conducting of any Religious talks / Conferences / Preachings and also any Political talks / Conferences and or any other activity connected with the politics in any of our halls / premises. Applicant if found violating this clause, than the Club reserves the right to stop any such activity conducted by the applicant straight forth, without giving any notice.
2. A security deposit as prescribed by the Managing Committee shall be kept by the applicant with the club, to safeguard any damage/s to the premises, to the wall/s, to the electrical installation/s, fitting/s, furniture/s, etc.
3. Illumination will not be permitted to be done on the roof of the club buildings.
4. Applicant shall ensure that the decoration/s should be done without damaging the ceiling, walls, floor and all other articles belonging to the club. The applicant shall also refrain from painting or pasting of decoration on wall of club building. In such case for any damage/s done, then the deposit paid by the applicant member shall be forfeited. If the damage exceed the deposit amount then the applicant shall pay the excess amount assessed by the Managing Committee.
5. Refundable deposit of the applicant shall be refunded, only if the General Manager is satisfied that there is no claim for damages.
6. Decision of the General Manager about the temporary use of the club premises is final and binding on the applicant.
7. **CANCELLATION POLICY :**
  - Before 30 days of the booking date - 75% refund, minus the applicable taxes.
  - 15 to 30 days of the booking date - 50% refund, minus the applicable taxes.
  - Less than 15 days of the booking date - NO REFUND.
8. Applicant should ensure that the club premises are cleared of all materials (Including food waste, plastic / paper plates / cups, etc), articles, and utensils, brought by him or on his behalf. The applicant shall also remove decoration, etc made, within the time for which the premises have been given out. If the applicant fails to do so then the Club reserves the right to forfeit the deposit given by the applicant and shall not be responsible in any way in regards to the left over articles / materials.
9. Applicant member shall take care to see that the illumination is carried out without causing any damages to the electrical installations and fittings of the club. The name of the electrical contractor proposed to be engaged by the applicant should be intimated to the club and prior consent be obtained failing which a fine up to Rs. 500/- shall be levied and besides this, the applicant shall be called upon to pay for the damages caused.
10. Applicant must note that normal power supply will be made available and therefore should refrain from overloading the same. In case additional power supply is required then the applicant should make necessary arrangements at their own cost by hiring genset.
11. Applicant shall comply with any other condition which the Managing Committee may prescribe from time to time.

12. Managing Committee reserves the right to accept or reject any application without assigning reason/s thereof.
13. Members guest booking the hall, shall be permitted to park only two cars in the parking area of the Club. Only after making 100% payment they have to collect car passes from the reception / front office. Kindly inform the guest attending the function to park their cars outside Club premises.
14. Applicant have to inform their event management company / decorators / and caterers to park their vehicles outside club premises after finishing of unloading their materials / equipments.
15. Any additional requirements like table/ chairs, has to be informed to the reception / front office and on making the necessary prescribed payment the same will be provided, if available with the Club and the charges are as below:

**Chart of complimentary chairs**

Sr. No.	Name of the Hall	Comp. Chairs
1	Estela	100
2	Fiestaa	100
3	Flamingo	150
4	Board Room	20
5	Level - 1	40
6	Solario & Terrace	40
7	Sala de Gaspar	400

**Chargeable**

Extra Chairs	₹ 25/- per chair
Tables	₹ 40/- per table

16. Any decorators / catering persons cannot enter the hall, other then the time for which the hall is booked. They have to inform the reception / front-office before they enter the hall, if found trespassing without permission they will be asked to pay a fine of Rs. 1000/- which will be recovered from the applicant member if the caterer refuses to pay.
17. It is the duty of the applicant member that the guests entering the Club maintain decorum at all times and ensure that the guests do not enter the "Members Exclusive Areas".
18. Club has its own caterer and decorators who understand the rules of the Club, the names can be obtained from the reception desk while booking.
19. Please ensure that the music (sound) levels are kept to decent sound levels, in accordance with the rules laid down by the Government, so that others are not disturbed.
20. Applicant must ensure that the music is shut down sharp at 10.00 p.m. in accordance with the Government rules, failing which the authorized person of the Club will have the right to Shut the music. Please note that any breach of this clause, the applicant will have to face the serious consequences.
21. Any licence required in regards to the playing of music shall be obtained by the applicant and the Club will not be in any way responsible for the same.
22. Only designated service elevator should be used while lifting catering material to upper levels.
23. Food & drinks are strictly not allowed inside the conference room & Level I
24. Please ensure that cooking is carried out in the designated area & cooking in open area/s is/are strictly prohibited.
25. Any permission to serve liquor during the function is the sole responsibility of the applicant.

26. OHP (over head projector) and basic sound system will be charged extra - Rs. 5000/- in Sala de Gasper Hall
27. Booking of any hall/s shall be confirmed only after receiving the payment in full.  
Tentative booking may, to the discretion of the Manager be allowed for a maximum period of 24 hrs; after which the tentative booking shall stand cancelled, without any intimation to the applicant.
28. Management will not accept Responsibility for the Loss or Damage to any personal Belongings left.

**STRUCTURE OF INTEREST FREE REFUNDABLE  
SECURITY DEPOSIT w.e.f 1ST SEP 2018**

Sr. No.	Name of the Hall	Deposit
1	Estela	₹ 5000/-
2	Fiestaa	₹ 5000/-
3	Flamingo	₹ 7500/-
4	Board Room	₹ 2000/-
5	Level - 1	₹ 2000/-
6	Solario & Terrace	₹ 2000/-
7	Sala de Gaspar	₹ 10000/-

**Important Note:-**

1. Refundable deposits of the applicant shall be refunded only after 15 days from the function.
2. If the refundable deposit is not claimed within 90 days from the function than the said deposit amount shall be forfeited.

**CLUBE TENNIS DE GASPAR DIAS  
GENERAL MANAGER**

I have read & understood the above conditions and agreed to abide by the same.

Member's Name : \_\_\_\_\_

Membership Number : \_\_\_\_\_

Signature of the member

Date : \_\_\_\_\_

## DECLARATION FORM

(to be filled in by the host for COVID-19 purpose)

I Mr. / Ms. \_\_\_\_\_ having booked \_\_\_\_\_

(hall) on \_\_\_\_\_ from \_\_\_\_\_ (timing) for the purpose of

\_\_\_\_\_

1. Due to recent measures taken by the Government of Goa to tackle COVID-19, I will have consent to record my guest/s temperature taken by the representative/staff of the club prior entering the function hall.

2. I / we, would ensure only 100 guests maximum to attend my / our function as per MHA guidelines.

3. The health and safety of the team hired by me for decoration / photography and caterers etc. are on my own risk.

4. We will follow the guidelines / SOPs recommended by MHA to help prevent the risk of transmission.

5. The garbage collected during / after the function will be cleared by the caterer hired by me.

6. I / we ACKNOWLEDGE & ACCEPT that this declaration will be adhered.

NAME: \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_