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| **New Delhi Municipal Council**Palika Kendra, New DelhiApplication for the Booking of Barat Ghar**Booking ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Cash Receipt No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**1. **Barat Ghar Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Date of Booking:** \_\_\_\_\_\_\_\_\_\_ **No. of Days for Booking**  (Maximum 2 Days)
3. **Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. Address and Telephone No. of the Person / Organization making Booking / Reservation :** **5. Nature of Function:** **(Marriage / Reception / Birthday / Meeting / Others)**Marriage Marriage Marriage Marriage **6. Name of Bride / Groom / Other :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****7. Relation with Bride / Groom / Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Social / Non-Commercial** **Commercial** **8. Booking Type : (Pl. Tick ✓) :** Commercial Marriage Marriage Marriage **9. Details of amount payable for booking (through Demand Draft in favor of Secretary, NDMC)**

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| **User Charges:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Security Deposit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Edu. Cess + Ser. Tax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Processing Charges: Rs. 10/-****Grand Total:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Bank Name & Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****D.D. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****D.D. Issue Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

10. Details for Refund of Security through ECS:1. Name of Account Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of Bank & Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Account No. & Type of Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. IFSC Code No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: A Cancelled Cheque or photocopy of blank cheque should also be enclosed. The applicant will be responsible for the accuracy of the details given in point 10. I have read enclosed Terms & Conditions for the booking of Barat Ghar and I undertake to abide by them.  (Signature of Applicant)11. For NDMC employees only :**Name:** **Designation:** **Employee Code No.:** **Office address & Telephone No**  Verified that as per available record the particulars of 3, 4, 6, & 7 are correct and the detail as given by the employee has been recorded in the Service Book / Personal file.**Section Officer (Esstt.)** |
| **BARAT GHAR BOOKING TERMS AND CONDITIONS FOR BOOKING/USERS** At the time of booking the party/user will submit the attested copy of the following documents:-(a). CGHS Card (for Central Government Employees only). Incase, the name of Son/daughter has been stuck off from the CGHS Card then a photocopy of any educational certificate indicating relation may be produced.(b). Residence proof like Ration Card/Voter Identity Card/(Central Govt./State Govt./Public Sector undertaking employees), Medical Health Card issued by the Employer (any two).(c). Birth Certificate, in case of celebration of Birthday.(d). Current Electricity / Water Bill. (e). The timing of the Barat Ghar will be reckoned from 9.00 A M. on the day of occupancy to 9.00 A M the following days and the booking party should vacate the premises before the expiry of the prescribed timings by the removing all their belongings, tents, furniture, etc.1. Booking procedure would be in accordance with the system as decided in the new policy vide Resolution No. 16 (K-3) dated 17/10/2007. **For Marriage purpose**:- (i). Booking of Barat Ghar Shall be open for the NDMC employees and residents of NDMC area without any time limit on first come first serve basis. (ii). Non-residents of the NDMC area can book Barat Ghars 30 days in advance from the date of function. **For other function:-** NDMC employees, Residents of NDMC area can book Barat Ghars for Social function except marriage like Ring ceremony, Birthday, Marriage reception, or Commercial functions etc 30 days in advance from the date of function.
2. Chairperson shall have the right to cancel any booking one-month prior to the date of booking without assigning any reason and full user charges /security money will be refunded through National Electronic Fund Transfer (NEFT)/Electronic Clearing System (ECS) in such case.
3. The NDMC employees are not permitted to book Barat Ghar for other party/users and if it is detected that fraudulent booking have been done, besides other disciplinary action, a penalty 10 times that of rate of prescribed user charges would be levied.
4. The user/allottee has to submit the invitation card of the function to the Dy. Manager (CS) before being allowed to use the premises and the Dy. Manager (CS) shall deposit the same to the Head Office, along with the Refund of Security cases.
5. NDMC employees would furnish an undertaking regarding deduction from their salary for meeting the damage charges, if security exemption is to be availed of.
6. Entry should be made in the service book of the employees for availing 50% concession, which should be ensured by the employee’s himself/herself.
7. The booking party will be responsible for maintenance of Law and Order, Security arrangement, Traffic Control, Parking of Vehicles out side the premises during the function at its own cost.
8. License should be obtained from the Excise Department if alcoholic drinks are to be served in parties.
9. The use of loud speakers/D.J. would not be allowed outside the Barat Ghars and as per the direction of Supreme Court of India.
10. The party may apply for temporary electric connection separately. Security shall be forfeited in case of pilferage of electricity.
11. Generators would be allowed only if they were soundless/non-polluting.
12. Illumination on the trees and hedge shall not be allowed.
13. The party should inform about damage to the municipal property if any before departure/check out.
14. The party shall not be allowed to keep their articles in the premises before check in.
15. Pasting of bills or posters on boundary walls is strictly prohibited.
16. The stage properties should be fire proof. No open fire will be allowed in the building (except out door kitchen).
17. No fire arms/weapons and Crackers will be allowed within the premises of the building.
18. Booking is neither transferable nor changeable.
19. NDMC will not be responsible for any damage/loss due to natural calamities.
20. If any booking is found fictitious or fraudulent, it will be cancelled forthwith and full user charges and the security amount will be forfeited and 10 times that of rate of prescribed user charges would be levied.
21. Digging of holes in the cemented portion for fixing poles for pitching of tent is not allowed. The damage caused due to Breaking of tiles, Breaking of Windowpanes, Theft/Loss/Breakage of fittings and fixtures, any spoilage of white wash, tiles, flower pots etc. noticed during the function is liable to be adjusted / recovered from the amount of Security deposit.
22. Cooking /Warming of food is allowed only at earmarked cooking space. For cooking only LPG Gas Stove is to be used.
23. Parking arrangement will be made by the party at their own risk and cost.
24. In case of any dispute only Delhi Court will have jurisdiction.

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| ***for Secretar,New Delhi Muncipal Council*for Secretar,New Delhi Muncipal Council for Secretar,New Delhi Muncipal Council** |