



## **RULES & REGULATIONS FOR PRIVATE PARTY AT RCTC**

- Ø MEMBER SHOULD BE PRESENT AT THE TIME OF BOOKING.
- Ø BOOKING OF PARTY / FUNCTION SHOULD BE 5 DAYS PRIOR TO THE PARTY DATE.
- Ø GST / TAXES SHALL BE CHARGED TO THE MEMBERS AS APPLICABLE.
- Ø NO FUNCTION / PARTY /GET TOGETHER RELATED TO CONDOLENCE RITUALS / MARRIAGESARE ALLOWED IN THE CLUB PREMISES.
- Ø 80% OF THE ESTIMATED BILL AMOUNT SHOULD BE DEPOSITED WITHIN THREE WORKING DAYS TILL 24 HOURS BEFORE THE PARTY AND THE BALANCE BILL AMOUNT SHOULD BE PAID WITHIN 15 DAYS OF THE PARTY / FUNCTION DATE.
- Ø NO FIRE WORKS / COLD FIRE OR ANY FIRE RELATED THEMESARE ALLOWED.
- Ø MEMBER SHALL BE FULLY RESPONSIBLE / LIABLE FOR ANY LOSS OR DAMAGE OF THE CLUB PROPERTY.
- Ø ALL PARTY RELATED OPERATIONSSHOULD END BY 2300 HRS FAILING WHICH A PENALTY WILL BE LEVIED.
- Ø STICKERS / DECORATIONS ARE NOT ALLOWED ON THE WALL. DECORATORS / VENDORS ARE NOT ALLOWED TO ENTER THE CLUB PREMISES EARLIER THAN 5 HOURS OF PARTY.
- Ø SMOKING / CHEWING TOBACCO ETC ARE NOT ALLOWED IN THE CLUB PREMISES.
- Ø OUTSIDE FOOD IS NOT ALLOWED EXCEPT CAKES.
- Ø MEMBERS ARE NOT PERMITTED TO PUT THE RCTC LOGOON THEIR INVITATION CARD. IF FOUND, CLUB HAS NO OTHER ALTERNATIVE BUT TO CANCEL THE BOOKING.
- Ø PREVAILING RATES ON THE DATE OF PARTY WILL BE APPLICABLE.
- Ø OTHER CHARGES ARE AS BELOW:
  - LIVE PASTA COUNTER CHARGES UP TO 100 PAX. RS.1000/- AND ABOVE 100 PAX RS. 2000/- PLUS TAXES AS APPLICABLE.



Ø **CANCELATION / REDUCTION OF NUMBER OF HEADS – CHARGES FOR PARTY / FUNCTION ARE AS BELOW:**

- ✓ LESS THAN 7 DAYS BUT MORE THAN 3 DAYS FROM THE DATE OF PARTY – 30% OF THE ESTIMATED BILL AMOUNT.
  - ✓ LESS THAN 3 DAYS BUT MORE THAN 24 HOURS FROM THE DATE OF PARTY – 50% OF THE ESTIMATED BILL AMOUNT.
  - ✓ LESS THAN 24 HOURS FROM THE DATE OF PARTY – 80% OF THE ESTIMATED BILL AMOUNT.
- Ø ESCALATION RULE: ANY INCREASE IN NUMBER OF PAX BEYOND 15% OF PRIOR CONFIRMED NUMBER, MINIMUM GURANTEE WILL ATTRACT AND EXTRA COST OF 25% ON INCREASED PLATES ONLY. CLUB IS NOT LIABLE TO SERVE ANY / MANY ITEMS IN CASE OF NUMBER OF PAX INCREASES BEYOND 15% OF THE PRIOR CONFIRMED MINIMUM GURANTEE.
- Ø IN CASE OF UNAVOIDABLE CIRCUMSTANCES CLUB MANAGEMENT RESERVES, THE RIGHT TO SHIFT THE VENUE OF PARTY WITHOUT ANY PRIOR NOTICE.

**NOTE: MANAGEMENT RESERVES THE RIGHT TO CHARGE PENALTY INCLUDING CANCELLATION OF MEMBERSHIP IF FOUND THE MEMBERS ARE AVOIDING OR NOT FOLLOWING ANY OF THE ABOVE MENTIONED INSTRUCTIONS.**

I..... MEMBERSHIP NO..... HAVE READ AND UNDERSTOOD THE PARTY / FUNCTION GUIDE LINES AND AGREE TO FOLLOW.

DATE.....

VENUE.....

NO. OF PERSONS.....

SIGNATURE  
OF THE MEMBER.....