

AVISHIKTA PHASE – 1 LIG (TYPE – A) APARTMENT RESIDENTS' WELFARE ASSOCIATION

Regd. Under Society Act ♦ Regd. No. A/S/IL/30030

369/1, PURBACHAL KALITALA ROAD, KOLKATA – 700 078

APPLICATION FOR COMMUNITY HALL RESERVATION

Application No.:(For office use only)

Booking Details:

Applicant's Full Name : _____

Flat No : _____

Contact No (1) : _____ Contact No (2): _____

Event Type : ☐ Wedding ☐ Birthday ☐ Bereavement / Memorial ☐ Other _____

Booking Period: : **From:** _____ **To:** _____

Booking hours : 07:00 AM to Midnight (12:00 AM)

Floor Selection : Currently Not Applicable

Furniture and Additional Rentals: ☐ Chairs ((No. of Chairs): _____ ☐ Tables ((No. of Tables): _____

Payment Information:

Cheque Payment Details:

Bank Name : _____

Cheque Amount: : ₹ _____

Caution Deposit : ₹ _____

(Refundable after damage assessment if any and electrical consumption)

Cheque No. & date ____ : _____

Amount Paid in Cash ____ : ₹ _____

Online Payment: ☐ GPay ☐ Phone Pay ☐ Other (Please Specify _____

Amount Paid : ₹ _____

Electricity Usage (Meter Readings): Initial Reading: _____ Units Final Reading: _____ Units

Remarks or Special Requests (if any):

Applicant's Signature

Secretary/President

Please see **OVERLEAF** for a list of rules & regulations

WE REQUEST YOUR COOPERATION IN ADHERING TO THE FOLLOWING GUIDELINES TO ENSURE A SMOOTH AND ENJOYABLE EXPERIENCE FOR EVERYONE:

- All loading/unloading must be done through the **main entrance**.
 - The possession, serving, and consumption of **alcoholic beverages** are strictly **prohibited**.
 - Use or possession of **narcotic drugs or illegal substances** is completely **forbidden**.
 - Please respect the space—**no DJ music** is allowed.
 - **Decorations may be set up**, but any items affixed to the walls or ceiling must not cause damage. Adhesives that leave marks are prohibited.
 - Kindly **avoid loud music or sound systems** after **10:00 PM**, respecting nearby residents.
 - Organizers must arrange their own generator to ensure power supply in case of a power outage.
 - Chair and table rental is charged at **Rs. 5.00 and Rs. 50.00 per piece** respectively.
 - **Cooking is permitted** and must follow safety protocols. No other activities or events are allowed.
 - Chairs and tables are here for your comfort —feel free to use them as needed, but please, keep them **within the hall premises**.
 - The hall must be **cleared and handed over by 12:00 (midnight)** on the day of the event.
 - The **organizer is liable** for any **damage to property or equipment**. Repair/replacement costs will be charged accordingly.
 - In case of emergency, **follow staff or security instructions** and adhere to all safety protocols.
 - We would greatly appreciate if you could inform the concerned authority at least **48 hours** in advance, so we can continue to serve everyone seamlessly.
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