

- **TERMS & CONDITIONS**

- The Party should read and understand these rules and regulations before booking the Venue. The application for booking the VENUE should be filled in BLOCK LETTERS only.
- Person or Institution who books the VENUE should clearly indicate their name as per their Bank Account
- Whoever books the VENUE should pay as per the payment terms mentioned in the application and caution deposit while booking. Unless Advance amount is paid and receipt is obtained booking is not valid. Tentative bookings are not entertained. All payments should be made by only crossed DEMAND DRAFT / RTGS in favour of “ ROYAL LEESHA CONVENTIONS payable at Hyderabad
- Booking will be done only on calendar day basis i.e 12.01 am to 11.59 pm. Any spillage will be considered as an extra day and will be charged accordingly
- To ensure confirmation of booking a deposit of 50% of the total rental amount to be paid as an advance. Payment to be made by way of DD / RTGS only. No cheques and no cash transactions are permitted.
- The balance 50% amount should be paid 30 days prior to the event.
- In case of cancellation 30 days prior to the event, 75% payment will be non-refundable and no amount will be refunded in case of cancellation 10 days prior to the event.
- An amount of Rs.10,000/- will be collected through DD as CAUTION DEPOSIT and refundable 15 days after the Event in case of No-damage claims.
- Person or Institution who books the Venue should clearly indicate the purpose for which it is booked. The Venue is provided for single marriage purpose only, in case more than one marriage is held at the same time, extra charges will be levied.
- Management/ Venue Incharge will not be responsible for any the, loss of articles, damage of the vehicles or the or any accident occurring within the Venue premises during the function.
- Parking of vehicles of the invitees or participants is only allowed at their own risk. And vehicles should not be parked for more than half an hour after the function winds up.
- Crackers or fireworks, explosive substance are not allowed inside and outside the premises, failing which heavy penalty will be levied.
- Person or Institution holding the function should maintain absolute discipline and decorum. Any damage caused to the premises will be recovered from the Caution Deposit.
- Party booking the Venue should abide by the rules and regulations and should vacate the hall within the specified time. The decision of the Venue Incharge / Management in this regard will be final.
- People who book the Venue should take precaution for the safety of the children attending the function. In case of POOL SIDE venue, special care of the attendants is the sole responsibility of the Person booked the party.
- Damages caused, if any will be assessed and recovered from Caution Deposit.
- The person who books the Venue for dramas, variety entertainment, cultural function shall obtain a “Performance Licence” from relevant Authorities and satisfy the management before the performances. Police 'bandobust' if found necessary should be arranged by parties.
- The caution deposit can be claimed in full after three days but within 15 days after the function, provided no damage or loss has been caused to the building, including fittings, installations and furniture. In case of any damage, the necessary amount will be deducted from the caution deposit. The estimate of the damage made by the managing committee is final. No claim of caution deposit will be entertained after 15 days of the function. Caution deposit will be paid by account payee crossed cheques in favour of the person mentioned in the original receipt on surrender of the original deposit receipt. If it is lost, an affidavit in this connection is to be made and submitted. If the extent of damage is not covered by the refundable deposit, the client will need to bear the balance amount as ascertained by the management.
- The party booking the Venue shall be personally responsible to ensure that no untoward incident should take place leading to criminal action such as breach of peace in and around the hall premises.
- Power will be supplied on chargeable basis at actuals before & after meter reading on per unit basis and in case there is an unforeseen breakdown of the Power, GENERATOR shall be provided on the hourly chargeable basis,
- Only electrical contractors authorized by the Management are allowed to provide extra light fittings and other electrical requirement of the hirers of the Venue.
- Use of “DRONE” inside the premises may be used subject to the condition that full care is taken not to cause any damage to the surrounding areas, equipments or persons inside the area. Party concerned will be fully responsible in case of any technical failure or damage.
- Gas cylinders, electrical stove, meat frying machines are allowed inside the Cooking area under the sole responsibility of the party.
- Water fountain, ice carvings, electronic crackers, motorized displays, heavy metal designs, video trolley/ crane will be allowed under prior permission.
- A separate kitchen will be provided for rent with Dining Hall booking. Caterers should wash or clean their vessels and utensils in the designated areas only. garbage or waste materials should not be left or dumped in the specified bins
- The caterers, backdrop personnel, decorators, sound system and Music troupe are required to vacate and clear the hall immediately after the function. Failure to clear the Venue will be charged for extra hours used.
- Violation of these rules and regulations shall entitle the party to forfeit their caution deposit paid.
- Party booking the venue should abide by the notification/ order made by the Excise Department/ Government from time to time for serving alcoholic beverages during the function. For serving liquor, license should be obtained by the client. Liquor shall be served only in the designated areas(During day ll 03.00 pm and night ll 10.00 pm only).
- If the party requires the Venue in the early hours (only in case of availability) it will be allowed under extra cost on hourly basis.
- Sound system and music should stop at 3.00 pm for morning event, and 10.15 pm for the night event. The music / band shall stop at 03.00 pm and clearance of all belonging from the venue should be done before / by 04.00 pm sharp for morning / noon programme. Evening session for music to stop is 10.15 pm and venue cleared by 11.00 pm sharp (11.00 pm power supply will be switched off.
- The party booking the Hall should give specific instructions to the Catering personnel that no waste is to be thrown in the hall premises and campus, also to take care of walls while serving food.
- The power points will be shown by the hall officials to the music band or troupe that draws power for their equipment.
- The caterers will keep their vessels, plates and other items only in the pantry shown to them by the Venue Incharge.
- The members of the management shall have the right to enter the Halls / Auditorium and green room during function along with one member who booked the Hall. (They will produce their ID card).
- The Management reserves the right to amend, delete or add rules as and when found necessary. In case of any increase in the charges levied by the Government or local bodies, the party is also liable to pay the same in addition to the present hall charges.
- The legal jurisdiction shall be Hyderabad courts only.