

Dear Sir/Ma'am,

Thank you for selecting **Mallu Farms, New Delhi** as the venue for your forthcoming function.

### Personal Details

Order No.	ORD00024	Customer Name	Dipanshu
Booked On (Date)	2023-10-28	Contact Number 1	1212121212
Contact Number 2	1313131313	Contact Number 3	4558789890
Email Id	anjali.@gmail.com	Description	Function Booked

### Event Details

Customer Name (optional)	Dipanshu	Function Date	2023-09-15
Occasion	Wedding	Venue	Imperial Hall
Menu	Veg Supreme	Time	Lunch
Bride's Name	Pari	Groom's Name	Sid
Hosted By	Mallu Farms		

### Operation Details

Finalised Menu	Yes - Check Attachment	Bar	NA
Bar Tenders	Logix	Licence Code	Imperial P10
Hi-Tea	Yes	Driver's Food	Yes
Heaters	Yes	Fans	Yes
Coolers	Yes	Decoration	TWD
DJ	Yes		

### Billing Details

Billing Name	Noida	Pin Code	520003
GST No.	08ngdkdjdnfnf9	PAN No.	A123456789
Country	Inida	State	Delhi
City	Noida	Billing Address	E-138

With Warm Regards

Mallu Farms

Name of the Guest

Signature



WINDSOR - IMPERIAL - BALI - HAWAII

### **CONFIRMATION OF PAYMENT SCHEDULE AND BILLING INSTRUCTION**

As per the policy, to enable us to hold the event on a confirmed basis, 100% advance of the estimated billing is to be deposited 10 days prior to the Event date, on the basis of the following schedule:

- We would require a signed copy of the contract form, along with 25% of the total expected billing as a token advance deposit at the time of Booking. This advance can be paid through a pre-approved Company cheque / demand Draft / via transfer / cash. In case any of the above is not fulfilled the date would not be blocked and the property holds full rights to pick another function for the given date.
- 25% Advance at the time of booking
- 65% One Month before function
- 10% Balance One week before function
- The Booking amount would NOT BE REFUNDABLE in case of cancellation of the function or any act of the God.
- Municipal (MCD) Fee as applicable
- Liquor will be served only after obtained Liquor License form called P-10.
- Décor & Events can only be done by empanelled company.
- Management will not be responsible for any items lost during or after the function.
- Extra plates will only be provided once the advance payment for the same is deposited in the accounts, as per the finalized plate rate.

### **Important Guidelines**

- Timing for A/C and Fountain is 8 PM to 12.30 AM.
- Timing for service of starters 7PM to 12AM (Dinner) and 11AM-4PM (Lunch).
- Timing for service of Main Course 8:30PM to 1AM (Dinner) and 1PM-5PM (Lunch).
- Timing for service of liquor & Dj Sound after compliance with all concerned authorities till 12am with (one license) and 2am (with double license).
- No provision for food/Bar services in the Car Parking area.
- Power back up timings 8 hours. If the hours of usage of electricity increase then it would be chargeable at Rs. 5000/- per hour.
- Playing of music or live band will be permitted only till 10.30pm as per Supreme Court Guidelines. The Sound limit should be confined to Government regulations.
- Arms ammunition & Pets, fireworks & firearms are not allowed inside the premises
- All necessary permits, licenses or 'No Objection Certificates' required to host the event will be arranged by the Customer except NOC from the Municipal Corporation of Delhi which will be obtained by the landlord.
- The Customer will ensure strict adherence to Farm guidelines and will be strictly responsible for any damage or breakage caused by any contractor / worker engaged by him.
- Management strictly prohibits the use of nails, scotch tape or pins for any decoration purpose. Any damage due to non-adherence to this will be recovered from the customer.
- Vehicles parking will be at the vehicle owner's risk and the management will not be liable for any loss or damage to the vehicle.
- If any loss is caused due to natural calamities, such as Typhoon, Fire, Collapse of building etc. Mallu Farms shall not be responsible for any loss, whatsoever caused directly or indirectly to the hiring party including loss/damage of stock and machinery and equipment installed in the demised premises and human life.
- No discount in case of breakdown of electricity/generator.
- It must be ensured that all the vehicles coming to attend the social function are parked inside the farm house at the earmarked parking space. The vehicle will use the entry/exit gates of the farm house.
- No vehicle including Generators, water tanks etc. shall be allowed to be parked on the road. Further no parking should be allowed on the service road.
- Please note that the property reserves the right to cancel the event in case of non-adherence to the above terms & conditions.
- Kindly furnish a copy of your PAN card/passport photocopy for record at the time of confirmation as per Income Tax requirement

**With Warm Regards**

**Mallu Farms**

**Name of the Guest**

**Signature**