

Name/Official Address: _____

Residential Address: _____

Tele No. _____ (O) _____ (Pax) _____ (R) _____ (M)

PARTY BOOKING FORM - NAVAL OFFICERS MESS, VARUNA

Sir,

1. I wish to book a **party (PLD/Lunch/Dinner/Reception/Cocktails)** at NOM Varuna on _____. It is requested that necessary approval be accorded. Details are as follows:

(a) **Nature of Party** **OFFICIAL / PRIVATE**

(b) **Venue**

(i) Green Room I

(ii) Green Room II

(iii) Blue Room

(iv) _____(any other)

(c) Timings: **From** _____ Hrs **To** _____ Hrs (Max up to 1500/ 2300 Hrs)

(d) Nature of guests: Service/Family/Relative/_____

(e) Number of persons attending _____ and vehicles expected _____.

(f) Number of civilian stewards and cooks to be engaged:

(g) **Certificate.**

(i) I hereby declare that I shall be responsible for damage to any property/fitting of NOM, Varuna and shall pay all damages as decided by the authorities.

(ii) I have read and understood and shall abide by every instruction specified on the reverse of this form.

(iii) I shall pay the requisite advance towards service charge and arrangements immediately on approval of this application.

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Date: _____(Signature Host/Co ord)

2. 'Venue is available on _____ and mess can make necessary arrangements.

Date: _____ **Oi/C NOM, Varuna**

3. Estimate (i) Cost of Catering Rs. _____

(ii) Cost of Bar Rs. _____

(iii) **Advance required** Rs. _____

Date:

MCPOLOG (STD)

4. **Adv for a sum of Rs. _____ paid vide NOM Varuna Receipt No. _____ dated _____.**

SPECIAL INSTRUCTIONS – BLUE/ GREEN ROOM

1. Booking Charges:-

(a) The host is to pay the amount in advance immediately, on approval of the application. Booking will be confirmed only on receipt of advance payment as follows: -

- | | | |
|---|---|--------------------------|
| (i) Booking Charges | - | NOM, Varuna Mess Account |
| (ii) Liquor advance @ Rs 200/- per head | - | NOM, Varuna Wine Account |
| (iii) Estimated cost of catering | - | As per caterers |

(b) Refund on cancellation:-

- | | | |
|-----------------|---|------------------------|
| (i) 0-7 days | - | 25% of booking amount |
| (ii) 16-30 days | - | 50% of booking amount |
| (iii) >30 days | - | 70 % of booking amount |

Note:- Full booking amount will be refunded if function is cancelled by the mess due to service exigencies

2. Dress Regulations: Host is to ensure that guests are properly dressed, befitting the mess decorum and prevalent rules.

3. Penalty for Exceeding Party Hours: The party hours are from 1200-1500 & 1930-2300 hrs. A penalty of 15% on total bill will be charged for every ½ hour exceeded beyond the scheduled timing.

4. The host shall settle the bills within three days after the function. In case of delay, additional 10% of the total bill may be levied as service charge.

5. Following not permitted:-

(a) No smoking is permitted in Blue/ Green Room and all other public rooms.

(b) No Live Band or DJ can perform in the main building. Only Service Band is allowed in the mess. The sound level (volume) is to be kept minimum to avoid disturbance to others in the mess premises.

(c) No crackers or fireworks are allowed in the mess premises.

(d) Children below 18 years are not permitted in Blue/ Green Rooms/ Main Building.

(e) No foreign guests are permitted without prior approval of DNI/IHQ, MoD(N).

(f) No big bus/ truck connected with party will be permitted to enter the mess premises.

(g) No wedding/religious ceremonies are permitted within the mess premises.

(h) Consumption of liquor brought from outside is strictly not permitted.

6. The host will ensure that the vehicles of guests are parked appropriately and in the proper parking area in the parking adjacent to rear gate. Parking marshals will be hired through the mess.

7. Host is to ensure that all guests visiting the mess shall maintain discipline and not cause any public disturbance or nuisance to other members of the mess.

09. Administration will have the right to accord priority on the booking of private parties.

10. In case of official function, private booking is liable to get cancelled at short notice.

11. Host to ensure that no liquor is presented to band/ provost/ drivers and other supporting staff as a tip.

12. Beside the Booking/Electricity charges, the other charges for services as follows: -

- | | |
|---|---------------------------------------|
| (a) Tandoori man (Tandoor dishes, if any) | Rs. 500.00 |
| (b) Bar Boy (01 for strength up to 45) | Rs. 300.00 |
| (c) Washing Boy/CB (01 for strength up to 45) | Rs. 300.00 |
| (d) Conservancy | Rs. 02/-per head |
| (e) Breakages | 2.5 % of catering bill amount |
| (f) Toiletry Charges | Rs. 2/- per head |
| (g) Catering profit | Rs. 5% on actual catering expenditure |
| (h) Ladies Toilet Attendant | Rs. 300.00 |

I have read and understood and shall abide by every instruction of this form.

Name of Party Coordinator _____

Signature _____

ADDITIONAL INSTRUCTIONS FOR PARTY

(To be filled by Host/Coordinator and handed over to Oi/C at least 96 hrs prior to party)

Venue: _____ Date: _____ Dress: _____

1. Text on the Board at Reception. Farewell Dinner/Reception in honour of _____

2. Floral/Lighting Arrangements.

- | | | | | |
|-----|---|----------|----------------------|----------------|
| (a) | Rose Petals for Inner Fountain | App cost | Rs. 400/- (min 2 kg) | Yes/No. |
| (b) | Flower Arrgt. Big (Rec/Food/Bar) | App cost | Rs. 150/- per pc | Yes/No ___ Nos |
| (c) | Flower Arrgt Small (Centre tables) | App cost | Rs. 50/- per pc | Yes/No ___ Nos |
| (d) | Bunch Bouquet | App cost | Rs. 500/- (min per) | Yes/No ___ Nos |
| (e) | Single Rose Bud | App cost | Rs. 25/- per pc | Yes/No ___ Nos |
| (f) | Main Fountain & Lighting | | Rs. 600/- | Yes/No |
| (g) | Ship's Model Pipe Lighting | | Rs. 250/- | Yes/No |
| (h) | Main Pillar Pipe Lighting | | Rs. 500/- | Yes/No |
| | (If g & h, both to get-together, then 750/- | | | Yes/No |
| (j) | Inner fountain | | Rs. 200 | Yes/No |

3. Food Required for:-

- | | | | |
|-----|---------------|-----|--|
| (a) | Drivers _____ | (b) | Band _____ |
| (c) | Provost _____ | (d) | Varuna Staff (08 for small party) Mandatory |
| | | | (15 for big party) Total _____ |

Note: Meal will be provided by Varuna Sailor's Mess @ **Rs.85/-** per head

4. Soft Drinks for Band on arrival - Yes/No

5. Party will start at - _____ **Hrs**

- | | | | |
|-----|--|---|--------------------------|
| (a) | No. of APSOs/RAs attending and Arrival | - | _____ Hrs (number _____) |
| (b) | No. of Controllers attending and Arrival | - | _____ Hrs (number _____) |
| (c) | No. of PSOs attending and Arrival | - | _____ Hrs (number _____) |
| (d) | Arrival of VCNS | - | _____ Hrs |
| (e) | Arrival of CNS | - | _____ Hrs |
| (f) | Arrival of Chief Guest | - | _____ Hrs |
| (g) | Arrival of Senior Most Officer/VVIP | - | _____ Hrs |

6. Liquor Brands to be served: (a) Whisky _____, _____, _____
(b) Juices Yes/No (c) Other drinks (standard)
(d) Red/ White Wine/ Champagne (**Qty**) _____

[White wine/Champagne once chilled will be billed, irrespective of consumption]

7. Wines to be served on the table
(For Sit down and American Buffet only) - White (____)/ Red (____)

8. Speech and Presentation - **Before/After dinner**

- | | | | |
|-----|----------------|---|--------------|
| (a) | By Host | - | _____ (time) |
| (b) | By Chief Guest | - | _____ (time) |

9. Podium - Required/Not Required

10. PA System (Rs.300/- for the Civilian Electrician on duty) - Required/Not Required

11. **If Required: -**
 (a) Collar Mike - Yes/No
 (b) Podium Mike - Yes/No
 (c) Cordless Mike - Yes/No
12. **Music System with Light Music** - Required/Not Required
 (CDs/Cassettes to be arranged by host/ Coordinator and no loud music will be permitted)
13. **Seating Plan & Seating (Chairs)** - Yes/No } Provided by the host
 /coordinator (24 hrs in
 14. **Placing Cards** - Yes/No } advance)
15. **No. of Guests** - _____
16. **Dietary Preferences** - Non Veg _____ Veg _____
 (Exact number of guests to be confirmed at least 48 hrs prior to party starts)
17. **Menu - Approved Menu** to be confirmed in writing at least 72 hours in advance.
18. **Present/Gifts to Band/Cooks/Stewards** - Required/Not Required
19. **Band** : If required, Coordinator to tie up with **DPS/Gunnery Officer, INS India**
20. **Photo Cover:** If required, Coordinator to tie up with **DPS/ Oi/C Photo Section**
21. **Provost Cover:** If required, Coordinator to tie up with **INS India/DNPM**
22. **Foreign Guests:** **Written clearance** to be taken from **DNI by host/ coordinator** & handed over to OIC, NOM, Varuna at least **72 hours** in advance. _
23. **NHQ Crest:** To be collected from NOM, Varuna Billing Office as per clearance letter.
24. **Host/ coordinating Officer to re confirm all requirements** at least **one day prior to party** and be **present at least one hour before party** commences at the venue.
25. **Bills to be forwarded to:** _____
Billing Instructions (if any)

NOTE:-

- (a) Party function is to be wound up by 1500 & 2300 hours.
 (b) Children below 18 yrs are not allowed inside the Main Building.
 (c) Smoking is strictly prohibited in all Public / Party Rooms.
 (d) Host is to ensure all service/civilian guests conform to the Dress Regulations of the Mess.
 (e) Coordinator is to ensure that official party bills are cleared within 15 days of receipt of bill.
 (f) *No Liquor* is to be signed for Mess Staff or Band.

Certified that:-

I have read and understood and shall abide by every instruction of this form.

Name of Party Coordinator _____ Signature _____

Directorate _____ Tele. (Office & Pax _____) / Mobile _____)