

Name/Official Address: _____

Residential Address: _____

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

LAWN PARTY BOOKING - NAVAL OFFICERS MESS, VARUNA

Sir,

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

(a) **Nature of Party**

(i) **OFFICIAL / PRIVATE**

(II) If private whether for **Self/ Dependent/ Relative / Friend.**

(b) **Venue**

(i) Main Lawn

(Use of swimming pool hard ground is not permitted & same will be cordoned by Host)

(c) Timings: **From** _____ Hrs **To** _____ Hrs (Bar services will be available till 1430/2230 Hrs)

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

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

(f) I shall arrange catering/ tenting from the panel of Caterer/ Tent house of NOM, Varuna.

(g) **Certificate.**

(i) **I undertake that no foreigner as guest will attend/permitted without written approval of IHQ, MoD (N)/(DNI). The approval copy will be handed over to NOM Varuna atleast 24 hrs before the function.**

(ii) 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.

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

(iv) I shall pay the requisite advance towards Service Charge and arrangements immediately on approval of this application.

(v) I shall submit additional information form alongwith 100% advance for catering, bar & other services atleast one week prior to the party.

I

shall pay the requisite advance towards service charges and arrangements inmediately on approval

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 _____.

MCPOLOG (STD) / Billing Section

SPECIAL INSTRUCTIONS - LAWNS

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 (Catering & Wine) | - | Estimated cost of wine (as per Encl 1) |
| (ii) | Estimated cost of catering | - | As per caterers |
| (iii) | Refund on cancellation:- | | |
| | 0-15 days | - | No Refund |
| | 16-30 days | - | 50% of booking amount |
| | >30 days | - | 70 % of booking amount |

(In case event is postponed and then cancelled, refund will be calculated w.r.t original date of booking)

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

Note:- Additional Charges:

- (a) Electrician (Rs 400/-) (b) Lady Toilet Attendant (Rs 400/-)
(c) Conservancy (Rs 400/- up to 50 guests, Rs 500/- for guests up to 100)
(d) Rs 1500/- towards clearing of lawns (e) 5% of the Catering bill as Service Charges
(f) Parking Guards – Rs 400/- per head, minimum of 02 guards.
(g) 2.5 % breakage on wine bill.

2. The host will be responsible for following: -

- (a) Select Caterer/tent house from the Panel of Caterer/ Tent house of the NOM, Varuna.
(b) Ensure the private caterer maintains the necessary hygiene and clears the premises before closing down. In case of failure, the host shall be responsible and flat charges of Rs. 1000/- will be levied on the bill in addition.
(c) 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.

3. Bar facilities will be provided by the mess. Maximum of one Steward & one Bar Boy (@ (Rs 500/-) will be provided by the mess and the caterer meets all extra requirements of Stewards. Host is to ensure Liquor stock is accounted prior to party & on completion the party. No outside liquor will be permitted. No Liquor is to be signed for Mess Staff or Band.

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

5. Cost of breakages and damages to the Mess property during the party will be charged to the host.

6. No playing of band/ dancing are permitted from Main Gate to Party Venue. However, **Service Band (Army/Navy/Air Force) permitted upto 2230 hrs** or **DJ may be hired from empanelled DJs permitted upto 2200 hrs**. The noise level (volume) is to be kept minimum so as to avoid disturbance to officers residing in the mess. **Civil band are strictly not permitted.**

7. The host is required to provide list of guests and other personnel hired for various facilities, other than catering & decorators.

8. The host is required to position a representative at the Gate. Entry is permitted with invitation cards or as identified by the Rep of the host only.

9. The main building and living spaces of the mess are strictly out of bounds for all guests attending the function at the lawn.

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11. No crackers or fireworks are allowed in the mess premises.

12. **No foreigner as guest is permitted without written approval of IHQ, MoD (N)/ (DNI). {Tel : 23010359}**

13. No wedding or religious ceremonies are permitted within the mess premises.

14. No extra lights/decorations will be provided by the mess for parties in the lawns. The host may make arrangements through private generators.

15. Parking. The host will ensure that the vehicles of guests are parked appropriately and in the earmarked area (i.e. Hard parking ground near Varidhi & outside the Rear Gate) only. The host is also required to hire valet parking services for smooth functioning, as the parking place is at a distance from the Venue. No big bus / truck will be permitted to enter in the mess premises.

16. Host is to ensure that all guests visiting the mess shall maintain discipline and shall not cause any public disturbance or nuisance to other members of the mess. In addition, all visitors are to be properly dressed befitting mess decorum.

17. Mess Administration retains the right to accord priority on the booking of private parties.

18. In case of official functions, private booking may be cancelled at short notice. An alternate date will be offered in such cases.

19. No digging, disfiguring and breaking of any mess property, lawns and structures is permitted. No pmt/semi-pmt structures are to be set up without the permission of administration.

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

21. The host should be present till the winding up of the function.

Certified that: I have read and understood and shall abide with every instruction of this form.

Signature of the Host _____

Enclosure 1

ADDITIONAL INFORMATION

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

Venue: _____ Date: _____ Dress: _____

1. Lighting Arrangements: -

- | | | | |
|-----|---|-----------|---------------|
| (a) | Main Fountain & Lighting | Rs. 600/- | Yes/No |
| (b) | Rock Garden & Lighting | Rs. 300/- | (Mandatory) |
| (c) | Ship's Lighting (Pipe) | Rs. 250/- | Yes/No |
| (d) | Main Pillar Lighting (Pipe) | Rs. 500/- | Yes/No |
| | (If c & d both, to get-together, then 750/-) | | Yes/No |

2. Meal Required for

- | | | | | |
|-----|---------------|-----|--------------------------------------|--------------------|
| (a) | Drivers _____ | (b) | Band _____ | |
| (c) | Provost _____ | (d) | Varuna Staff (____) Mandatory | Total _____ |

Note: Food may be provided by Varuna Sailors Mess @ Rs.85/- per head, subject to availability of staff and manageable numbers.

3. Party will start at (For Service Functions) -

- | | | |
|-----|-----------------------------------|----------------------------|
| | | _____ Hrs |
| (a) | No. of PSOs attending and Arrival | - _____ Hrs (number _____) |
| (b) | Arrival of VCNS | - _____ Hrs |
| (c) | Arrival of CNS | - _____ Hrs |
| (d) | Arrival of Chief Guest | - _____ Hrs |
| (e) | Senior Most Officer | - _____ Hrs |

4. 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]

5. No. of Guests - _____

6. Foreign Guests. Written clearance to be taken from DNI by host/Coordinator & handed over to OIC, NOM, Varuna at least 72 hours in advance. _

7. Name & Contact No of DJ - _____ Ph. _____

8. 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.

9. Host is to submit list of guest to the Mess at least 72 hrs before function.

10. Bills to be forwarded to _____
Billing Instructions (Splitting of bills etc.)

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 _____