**Vallabh Staff Club**

**Sardar Vallabh Bhai Patel University of Agri. & Technology,**

**Meerut-250110**

 Mob: 9410229685, E-mail: bhartibiochem@gmail.com

 DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

For kind Approval from

**The Office In-charge**

The Office In-charge,

Vallabh Staff Club,

SVPUA&T Modipuram, Meerut-250110

Sir,

 **Sub: Application for Reservation of Vallabh Staff Club**

I request you to kindly reserve Vallabh StaffClubfor arranging a party on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ forthe purpose of:

a) Birthday b) Marriage Ceremony

 c) Ring Ceremony d) Others (Specify)

**Charges and facility provided:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Marriage Ceremony: | **Rs.10,000/-**  | Lawn & Staff Club building |
|  | Ring Ceremony/others: | **Rs.5000/-**  | Staff Club building Only |
|  | Birthday Party:  | **Rs.2000/-** | One large Hall Only |

The booking amount Rs……………………vide receipt no………………………dated……………………has been deposited in University Account.

**Signature of Applicant**

Name **(IN BLOCK LETTERS)**………………………………..

Designation…………………………………………………

Address (Official)……………………………………………………….

Mobile No……………………………………………..

Undersigned is seeking approval for Mr./Mrs./Ms………………………………………………………………to organize a……………………………….party at the Vallabh Staff Club on dated……………………...

**Office In-charge/DSW**

Vallabh Staff Club

**Terms & Conditions:-**

1. *Please attach the receipt of booking amount along with application form.*
2. *Please Enclose a Copy of University I.D Card.*
3. *Security money Rs.5000/- will be deposited at the time of booking in cash and this money will be returned after deduction* ***(if any)*** *during check-out time.*
4. *Arrangement of electricity in the decoration of lawn, crockery, furniture etc will be the arranged from applicant side.*
5. *Alcohol/smoking is strictly prohibited in the Staff Club.*
6. *To avoid inconvenience, request for allotment of staff club should be sent at least 15 days in advance only in proper format.*
7. *Reservation will be made Only on Payment of Full Rent in Advance.*
8. *The applicant shall be responsible for the maintenance of peaceful atmosphere during the function*
9. *For any loss of personal belongings, the Club will not hold responsible.*
10. *In any matter regarding booking, the decision of competent authority will be treated as final.*