

AIRPORTS AUTHORITY OF INDIA OFFICERS' INSTITUTE (AAIOI)

B-1, Old Area Safdarjung Airport, New Delhi -110003

CONTACT NUMBER: - 9354968768

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BOOKING REQUISITION

(Please fill all columns and read the Terms and Conditions carefully)

1. Name of Member: _____
2. Membership No. _____
3. Name of Guest (if applicable) _____
4. Address of Guest _____
5. Date and day of Function: _____ (day) _____

6. Mobile and Email Details:

	Member's Details	Guest's Details
Mobile Number		
Email		

7. Venue Required - (Please Tick in the appropriate Box)

Main Party Lawn (SHUBHAM)	Annexe Lawn (HARIT UDYAN)	Convention Hall (GAGAN)	Party Lawn (UTSAV)	Pool Lawn (SHAGUN)	Meeting Room

8. . Type of Function: (Please read the Criteria for Member's own Function)

1. Member's Own Function ()	2. Function of Member's Guest ()
(Please Tick in the appropriate Box)	
*Criteria for Member's own Function:	
<i>For Member's own function the eligibility means besides Member, his/her spouse/ Son(s) below 25 yrs. age/unmarried daughter(s) ONLY.</i>	

9. Occasion of Function: (Please Tick appropriate function)

Wedding related (Please Specify) _____	Birthday (Please Specify) _____
Anniversary (Please Specify) _____	Retirement (Please Specify) _____
Corporate Event (Please Specify) _____	Other (Please Specify) _____

10. Services and Timings of Function: (Please Tick in the appropriate Box)

Afternoon(1100-1500) ()	Evening (1900-2200) ()	For Venues other than Main Party Lawn/Annexe Lawn
High Tea (1600-1800)	()	Generally for Meeting Room & Small Venues
Full Day	()	For Main Party Lawn/Annexe Lawn

11. Minimum Guarantee (MG) (Number of Guests) _____

Note: (Only 20% increase in Number of Guests (MG) is permissible and beyond this the service will not be provided.)

11 (a). Whether Bar Services Required : Yes / No

12. Whether Parking Required: Yes/ No (Mandatory if number of guests is 200 or more)

13. Need for Projector: Yes / No (For Convention Hall only)

14. DECLARATION (*Strike out whichever is not applicable and PI. see NOTE** below)

A.* I, _____ hereby declare that Smt./Sh. /Ms. _____ for whom the Venue is being booked under my Membership No..... is my Spouse/Son below 25 yrs. age/Unmarried daughter and dependent on me. I undertake full responsibility for making all payments relating to Venue charges, food and beverages etc. and for Parking (if applicable and or requested). Invitation Card shall be submitted at least 15 days prior to function.

B.** I hereby declare that Sh. /Smt. _____ for whom the Venue is being booked under my membership _____ is my friend / relative and I shall be responsible for all applicable payments relating to Venue charges, food and beverages etc. and for Parking (if applicable and or requested).

****NOTE: (FALSE DECLARATION SHALL LEAD TO CANCELLATION OF BOOKING, FORFEITURE OF 100% BOOKING AMOUNT AND FURTHER DISCIPLINARY ACTION BY AAIOI).**

15. PAYMENT TERMS -

SL. NO.	TYPE OF VENUE	PAYMENT TERMS		
		Venue Booking	Catering	Decoration
1	Main Party Lawn and AAIOI Annexe Lawn	100% at the time of Venue Booking	100% 30 days prior to the date of function	
2.	Convention Hall/Utsav Lawn/Dakshin/Swimming Pool/Meeting Room/Bar Lounge	100% at the time of Venue Booking	100% 15 days prior to the date of function	

(IF PAYMENT TERMS ARE NOT ADHERED TO VENUE BOOKING SHALL BE CANCELLED AND VENUE CHARGES SHALL STAND FOREFIETED)

In case of Urgent/Immediate Booking of Any Venue, 100% towards Catering/Decoration will have to be paid at the time of Venue Booking.

16. CANCELLATION/POSTPONEMENT CHARGES:

Sl. No.	Receipt of postponement/ Cancellation request of theevent/stay	Main Venues (Shubham/Annexe Lawns)	Small Venues (All other venues)
1.	More than or equal to 60 days from the date of the event	25%» of venue charges	10% of venue charges
2.	Less than 60 days from the date of the event	35% of venuecharges	25% of venue charges
3	Less than 30 days from the dateof the event	60% of venue charges	50% of venue charges
4.	Less than 7 days from the date of the event	80% of venue charges	80% of venue charges
5.	Less than 3 days from the date of the event	100% of venue charges	100% of venue charges

17. Terms and Conditions:

- a. No decoration at wall/carpet/Vedi/Havan will allowed inside the Convention Hall.
- b. Fire works /crackers inside the AAIOT premises are strictly prohibited.
- c. D. J. with light music till 10.00 p.m. is allowed at the Venue.
- d. No music will allowed in Utsav Lawn.
- e. Entry of DHOL/DRUMS not permitted inside AAIOT premises.
- f. License fee payable for Bar services shall be at applicable rates as prescribed by Delhi Government. Please contact Reception for the same.
- g. Liquor serving is permitted only after making payment of Liquor License fee as applicable for the Venue at the time of booking.
- h. Outside liquor is strictly prohibited. Last drink will be served at 10.30 pm.
- i. A charge of Rs. 2000/- plus GST shall be applicable for facility of Projector & screen at Convention Hall. (For Gagan Hall only) which shall be paid by the Member/Guest at the time of booking.
- j. Catering/Decoration services will be provided by empanelled vendor/vendors ONLY on payment basis. Outside Catering/Tentage is not permitted.
- k. 100% of the estimated expenditure on decoration and food and beverages shall be deposited in advance to AAIOT prior to the date of function/event, i.e. 30 days for Major Venues (Main Party Lawn and AAIOT Annexe Lawn) and 15 days for smaller venues (Convention Hall/Utsav Lawn etc.) as per Payment Terms (Sl.No.15) otherwise VENUE BOOKING SHALL BE CANCELLED AND VENUE CHARGES SHALL STAND FOREFIETED
- l. After the function is over ensure that the bill is settled immediately and on the same day, on the basis of consumption sheet presented by the Caterer. Upon settlement of the bill, no representation against the same shall be entertained after 7 days of settlement of the bill. In case the bill is not settled within one month, from the date of Function/Event, interest @ 12% shall be charged on pending dues.

I /We have read all the Terms and Conditions for booking and undertake to abide by the same.

I also undertake to abide by appropriate declaration made in Col.14 above with regard to payment of various charges.

SIGNATURE OF THE GUEST

SIGNATURE OF THE MEMBER

(FOR OFFICE USE ONLY)

Mr. /Ms.....is a Member of Airports Authority of India Officers' Institute and as per records His/Her membership No. is.....which .is valid till_____. Booking confirmation is subject to payment of following charges for **Member's own/Guest's function:-**

1. Charges for Venue Booking.....Rs.....
 2. Catering Advance(MG= @ Rs.....Per pax Rs.....
 3. Security..... Rs.....
 4. Decoration Advance.....Rs.....
- TOTAL.....Rs.....

Checked and Verified By

Approved By

Help Desk Sup./Asstt.

Dy. Genl. Manager/Manager, AAIOT

**Cheque No._____dated_____on _____
Bank in favour of "AAIOT" towards venue booking Charges is enclosed.**

OR

Payment has been credited by RTGS/NEFT in AAIOT Account No.91102180015559 with Canara Bank IFSC No CNRB0019110

Help Desk Sup./Asstt.