



Terms & Conditions for JRC Hall Booking-(1st August 2023)

01. Booking of the Family Dining should be made at least 72 hours in advance duly filled in the prescribed form available with the Club Office.
 02. **Rental Charges:**
 - a. Club member's own family program (children's birthday, wedding, Gayaholud) : **Tk. 20,000/-** (Tk. Twenty Thousand)
 - b. Club members program (like Get-together of batch mates, member's brother-sister's program & club member booked for relative or friend's program): **Tk. 25,000/-** (Tk. Twenty five Thousand)
 - c. Corporate program (Official program, Seminar, Official Conference/Meeting) : **Tk. 30,000** (Tk Thirty Thousand)
 03. **BGCL Venues will not be rented out for Political Meetings, Political Events, Bridal Party, Fashion Show, DJ party or Any Anti-Social Program. Violation of this Term will cause cancellation of the programme by BGCL Management immediately.**
 04. The Family Lounge will not be rented out on Club Function days and Club Holidays (i.e. on the day of Eid-UI-Fitr, Eid-UI-Azha and before the day of Shab-E-Barat & Shab-E-Quadre).
 05. Accommodation will be restricted to maximum 100 persons.
 06. **Time Slots:**
 - a) Day Time : From 11:00 noon to 4:00 pm
 - b) Evening Time : From 6:00 pm to 11:30 pm

❖ **Tariff will be double for booking both the time slots.**
 07. Guests are restricted within the Family Lounge only.
 08. Vehicles will be parked outside at own arrangement.
 09. Domestic help (Servant, Aya and Driver) is not allowed inside the Family Lounge.
 10. Food arrangement from outside is not permitted.
 11. The Club will provide Food items as per the suggested menu and charge will be debited to the member's club account. Food order must be placed at least 48 hours before the schedule of Lunch/Dinner.
 12. Additional decoration and lighting is not allowed. Any damage of the property will be charged to the member's account.
 13. In case of any emergency or unavoidable circumstances, booking may be cancelled with 24 hours' notice.
 14. **Cancellation Charges:**

	After confirmation of booking
(after signing of booking form) - 20% charge of the tariff	
Within 72 hours of holding the programme	- 50% charge of the tariff
Within 48 hours of holding the programme	-100% charge of the tariff
 15. BUET Graduates Club reserves the right at its sole discretion to cancel any booking with proper intimation if it is deemed to hamper the interest or image of the Club or for any emergency.
- THE MEMBER CONCERNED WILL BE RESPONSIBLE FOR THE CONDUCT OF GUESTS & ALSO WILL BE LIABLE FOR ANY WRONG DECLARATION FOR WHICH THERE WILL BE A PENALTY OF TK. 2,000 AND MAY ALSO LEAD TO DISCIPLINARY PROCEEDING.**

EC Member-Office & Admin
BUET Graduates Club Limited