

**RULES OF BOOKING OF PREMISES FOR PARTIES**  
**AT THE QUTAB GOLF COURSE, DDA**

1. Facilities at Qutab Golf Course can be booked for private parties/functions on the following rates and terms and conditions.

2. The charges for booking the facilities under different categories are as follows:-

Classification per Pax/Room	Individuals with playing rights		Guests of individuals with playing rights	Others
	Govt.	Non-govt.		
<b>Party Room (upto 30 Pax)</b>	2,000/-	3,500/-	5,000/-	7,500/-
<b>Conference Room Half Day (upto 2 PM)</b>	1,500/-	2,500/-	3,500/-	4,000/-
<b>Conference Room Full Day (upto 8 Pm)</b>	2,500/-	4,000/-	5,000/-	7,500/-
<b>Conference Room Full day with Party Room</b>	4,000/-	6,000/-	7,500/-	10,000/-
<b>Lawn, Terrace and lower ground level Upto 50 Pax</b>	2,500/-	4,000/-	5,000/-	7,500/-
<b>Upto 200 Pax</b>	5,000/-	10,000/-	20,000/-	50,000/-
<b>200 Pax &amp; above</b>	10,000/-	20,000/-	40,000/-	75,000/-

GST extra as applicable.

**Note:**

- The booking of premises is however not permitted for conduct of marriage or marriage related functions.
- Individual must strictly follow the COVID-19 protocols during the party.
- Use of facemask and social distancing mandatory at all times within the Golf Course premises.

3. A letter addressed to Secretary, Qutab Golf Course, giving the details of the party is to be submitted by the applicant and only on receipt of official confirmation from QGC office and payment of 100% advance, the booking shall be treated as confirmed. Telephonic bookings will not be entertained.

4. Once the booking is confirmed the individual should deposit the amount by Cheque, Debit/Credit card or NEFT transfer in favour of **“CAU Sports DDA”** OR NEFT transfer of A/c no. **1611994900, IFSC Code: KKBK0000184, Bank/Branch: Kotak Mahindra Bank Ltd., Gulmohar Park, New Delhi**

5. **Food and Beverages.** All food and beverages (Soft & Hard) will be served through the licensed agency of Qutab Golf Course. Outside catering and sponsored liquor is not permitted.

- (a) **Bar License.** The liquor/permit will be obtained by the host and be handed over to the DDA, Qutab Golf Course, one day prior to the event.
- (b) The Sponsor/Organizer will be responsible, in totality, for any infringement of the rules of the Excise Deptt., for serving of drinks.
- (c) Members have to purchase all alcohol and other beverages from the course caterer and bars will be managed by the catering staff. Members can depute one person to keep a check on the consumption of beverages. Alcoholic drinks and soft beverages / mocktails etc., cannot be brought from outside.

6. Timings

**Food**

Lunch - 12.00 AM to 3.00 PM  
Dinner - 8.00 PM to 11.00 PM

**Liquor**

12.00 AM to 2.30 PM  
8.00 PM to 10.30 PM

7. The Qutab Golf Course permits, for members and corporate parties, only soft background recorded music upto 10.30 pm as per the Supreme Court ruling. No DJ or bands with consoles, etc., are permitted. However, individual artists accompanied by one/two persons on a keyboard, piano, guitar, etc., can perform provided prior approval has been taken in writing from the Secretary. The decibel level and timing will be as per Supreme Court's orders. For corporate parties only, signage can be put up. For parties in which recorded music is played, necessary permission of the copyright/authority would need to be taken by the member at his cost.

8. However, for Qutab Golf Course functions, tournaments held at QGC and their sponsored parties and Societies / Associations parties, exceptions will be permitted with prior approval from the Secretary, QGC.

9. Signages are permitted for Society / Associations and Corporates to just 5 nos and a maximum size of 30 sq.ft. each. These signages will be within the demarcated area for the party and not at the entrance or any other location of the course/club house.

10. All taxes as applicable shall be charged extra.

11. **LUNCH / DINNER:**

Choice of menus are available with the caterer, who will assist in planning the party.

12. **Electricity / Generators Charges:-**

For all external power consumption relating to halogens, fans, etc. the management will not provide leads or electrical connections and it is for the organiser to hire generators to meet their requirement once they have been advised by the contractor the total load they need for the function. Only silent and soundless generators are permitted inside the premises and it is the responsibility of the organiser to ensure that rules relating to the above are strictly followed.

13. **Cancellation Rules:** Postponement of party is to be intimated at least one week in advance. All cancellation advice to be given in writing and acknowledgement taken from QGC Office. If the party is cancelled, the following charges shall be debited.

- i. More than 48 hours - No cancellation charges.
- ii. More than 24 hours - 25% of min guaranteed food bill shall be debited.
- iii. Less than 24 hours - 50% of min guaranteed food bill shall be debited.
- iv. Less than 12 hours - 75% of min guaranteed food bill shall be debited

14. The Club decision shall be final and binding in all respect.

- *Bursting of crackers and fireworks display is strictly prohibited.*
- *No gift / no liquor is to be given to detailed QGC staff for party.*
- *In case of inclement weather no refund will be given for any arrangement not utilized and no alternate location will be provided for the party.*

**Date.....**

**Signature**

# QUTAB GOLF COURSE

## PARTY BOOKING PROFORMA :PARTY ROOM/CONFERENCE ROOM & LAWN/TERRACE & LOWER GROUND LEVEL

1. Name of person Booking .....
2. Present Address .....
3. Contact Number .....
4. Playing rights Number .....
5. E Mail address .....
6. Date of Party .....
7. Venue of Party .....
8. Purpose of Party .....
9. Official / Private .....
10. Time & Duration of Party .....
11. No.of heads attending .....
12. No. of Non Veg / Veg .....
13. Requirements

**FOOD (Menu)**

**BAR (Liquor/Beverages)**

**General**

14. Person to be Billed/Charged: .....
- I ..... Playing rights No./Non Member  
..... have read and understood the Terms and Conditions for the  
conduct of party and will strictly abide by the same.

### Note:-

- The booking of premises is however not permitted for conduct of marriage or marriage related functions.
- Individual must strictly follow the COVID-19 protocols during the party.
- Use of facemask and social distancing mandatory at all times within the Golf Course premises.

**Date:**

**Signature**