

Camellia Apartments – Association of Apartment Owners

REVISED GUIDELINES – USE OF CLUB HOUSE

Dated – 1st June 2015

Purpose:-

The Club House hall is meant for family functions, cultural, educational, entertainment activities organized by or for residents of Camellia Apartments or conducted by external persons nominated by a resident for the benefit of Camellia Apartments residents only.

Exhibition of self made art, craft, articles by Camellia residents is permitted for purpose of exhibiting and sale to Camellia residents only.

Terms & Conditions:-

- The club house hall can be booked only by residents of Camellia Apartments.
- Resident is required to fill the application form provided below and discuss with the Estate Manager. In case any resident is nominating an external person to conduct any activity the resident will be responsible as a surety and will be responsible for ensuring compliance to these rules, terms and conditions.
- Any external person conducting multiday activity will have to submit ID Proof, Residence Proof and Police Verification. It will be the responsibility of the surety to ensure these documents are available before filling the application form.
- The club house hall can be booked only between 6 am to 10 pm subject to availability.
- No fee will be charged for the use of club house. However, a deposit of Rs.2000/- will be charged at the time of booking. The deposit will be refundable within 3 days of use and after deducting damage expenses, if any. If the damage expenses are more than Rs.2000/-, the deposit will not be returned and the additional amount will be charged to the resident, at actual. The resident shall pay such amount by cheque immediately after being notified about the charges.
- The deposit will be paid by cheque atleast two working days prior to the date of club hall booking.
- Booking will be done on “first-come-first-serve” basis.
- Booking the club house hall does not give the resident and/or guest exclusive use of the swimming pool, the gymnasium and/or the TT Room.
- The prohibition of cooking in any open area (including parking lots) on Camellia Apartments premises is applicable to the club house and terrace too. In other words, cooking is strictly prohibited in the club house and/or terrace. Only, re-heating cooked food is allowed. Gas cylinders, stoves, tandoors etc are prohibited.
- Smoking, drinking alcohol based products and spitting are strictly prohibited in the club house, common areas, terrace.
- The resident is responsible to have all decorations, mandap, additional chairs etc. removed either on the same day or latest by the following day. Housekeeping is not liable to remove any of these.

- All cheques should be made in favor of **Camellia Apartments**.
- The Board of Managers can reject or cancel any booking in the larger interests of its members or in response to any valid complaint.
- Approval and extension of approval for any booking for multi day activity like art class etc will be provided on a month to month basis depending on availability and requirement of other residents.
- Requirement of hall by a resident for their own function will get precedence over external activity.
- The hall has limited capacity and can accommodate around 50 people. The number has been arrived based on the past experience and available resources. It will not be possible to have larger functions due to limited space and resources; hence discretion is advised before booking.

As an applicant you are required to ensure that -

1. You adhere strictly to the club house hall timings.
2. You wind up your function by 10 PM sharp.
3. The speaker volume does not disturb surrounding residents, in case you are using any speakers or microphones. If there are any complaints, security will inform you. You are requested to co-operate and comply.
4. You know how to use a fire extinguisher. If you don't, please refer to instructions on the device.
5. You only re-heat/warm cooked food by microwave/induction on the club house terrace and avoid cooking food and/or lighting fire on the terrace or in the club house.
6. You don't have any valuable items in the club house and/or terrace,
7. You do a thorough clean-up to ensure no stains or leftover food or drink including the plate, spoons, tissues etc are left after you leave.
8. Please switch off all lights, close the windows, toilet taps and bolt the terrace doors.
9. You inform the security supervisor or manager so that they can lock the club house hall after you leave.
10. Your visitors comply with the security requirement for parking and doesn't cause inconvenience to other residents. Depending on the visitor parking available parking will be allowed for visitors visiting the apartment on first come first serve basis. If the number of vehicles exceeds the number of available parking, security will inform the visitors to find a parking outside the premise. You are requested to let your visitors know about this and comply with the security requirements.
11. Cleanliness is maintained by you and your visitors in club house, terrace, toilets and nearby areas.

Application form

Booking of club-house hall

I Mr./Mrs. _____, Owner/Tenant (tick) occupying

Apartment No: _____ wish to reserve the club –house hall for the date _____

from timings _____ to _____ for the following purpose:

I understand that the use of club house is subject to the conditions of the policy, availability on the said date and permission of the Board of Managers.

I hereby agree to abide by the rules, attached herewith for the use of club house hall of Camellia Apartments.

I agree that the managing committee and/or the manager will not be held liable for any injury and/or damage and/or theft whatsoever, in the club house and/or terrace, to any person during the time the club house and/or terrace is in our possession. The safety of the guests is the sole responsibility of the applicants.

Signature of Applicant:
Camellia Resident
(Mandatory)

Signature of Applicant
In case of external person

Received by Manager on

Date