



**GREEN APPLE**

BANQUET HALL

**RULES**

**&**

**REGULATIONS**

**GREEN APPLE BANQUET HALL**

#50, Soundarya Colony, Park Road, Anna Nagar West Extension, Chennai – 600 101



**Congratulations on choosing GREEN APPLE BANQUET HALL (GABH) to celebrate one of the most memorable events in your life!** We would like to start by extending our heartfelt thanks for preferring **GREEN APPLE BANQUET HALL (GABH)** over our competitors and wish your event to be a joyous, memorable and a successful one. We appreciate your great taste and feel truly honoured to serve you as your preferred banquet/party hall provider!

We are pleased to offer the **GREEN APPLE BANQUET HALL (GABH)** space based on our understanding of your requirements and hope you find that our services meet or even exceed your expectations. For any event to be successful, it is imperative that you (**THE HOST**) and **GREEN APPLE BANQUET HALL (GABH)** must work closely together. The “**TERMS AND CONDITIONS**” of this agreement between you and **GREEN APPLE BANQUET HALL (GABH)** are intended to clarify and communicate the rights and responsibilities between the two parties to ensure that the result of your event is up to your satisfaction. Please review the below detailed information to assure that this accurately reflects your requirements. We are always ready to co-operate with you in every respect so please do not hesitate to contact us to discuss any specific needs or requirements that you may have.

1. Bookings are done on first come first serve basis.
2. Telephone/Pencil bookings are not acceptable.
3. Booking reservation requires this agreement to be signed and dated by **THE HOST**.
4. Full payment of HALL RENT (HR) (depending on the chosen package) is required at the time of booking.
5. In addition to the hall rent, 50% of the agreed HALL RENT (HR) needs to be paid as SECURITY DEPOSIT (SD) which will be fully refunded within 3 days on completion of the event.
6. A booking is NOT considered as confirmed unless payment in full has been made (HALL RENT as well as SECURITY DEPOSIT).
7. The security/damage deposit reserves the **GREEN APPLE BANQUET HALL (GABH)** hall on the requested date(s) and is earmarked for any possible damage to the property by way of any violation of these terms of contract or for compensating costs related to any physical or aesthetic damage of the property caused by **THE HOST** and/or **THE GUESTS**.
8. After review by the **GREEN APPLE BANQUET HALL (GABH)** co-ordinator the security/damage deposit will only be refunded if the rental checkout list has been satisfied, there are no damages to the property and if the hall(s) are used for the time stated in the contract.
9. Damages, cleaning/and/or additional time costs will be withheld from the security deposit. If damage to **GREEN APPLE BANQUET HALL (GABH)** property exceeds the amount of the security/damage deposit, **THE HOST** agrees to pay for, or replace, any object of **GREEN APPLE BANQUET HALL (GABH)** property that is destroyed, damaged or stolen during the event.
10. Government Taxes and service charge would be charged extra as applicable.
11. **THE HOST** agrees to pay for, or replace, any object of **GREEN APPLE BANQUET HALL (GABH)** property that is destroyed, damaged or stolen during the event. Such payment or replacement must be made immediately upon receipt of notification from **GREEN APPLE BANQUET HALL (GABH)** management. Damage repair charges will be evaluated as per present market value and to be deducted from the security deposit.
12. A hall that has been booked but has not yet been paid for, may be given away to another party if the other party makes payment prior to the person holding the booking.
13. Once a hall has been booked and paid for, it cannot be cancelled. If you do wish to cancel the booking, we will make that date/hall available to other parties. If we get an alternate booking for the same date/hall, we will refund 50% of your booking payment. If we are unable to get an alternate booking, the full amount of your booking will be forfeited.
14. However, the security deposit and any additional services fee if paid will be refunded fully in case of cancellation.
15. A change of date will be treated as a cancellation and the same rules will apply. A booking for a new date will have to be paid for in full at the time of booking.
16. All rates including but not limited to HALL RENT (HR), SECURITY DEPOSIT (SD), OPTIONAL CHARGES (OC), PAY PER USAGE CHARGES (PPUC) and other charges are subject to revision by the **GREEN APPLE BANQUET HALL (GABH)** Managing Committee from time to time.
17. We understand that not all events are same. We have different pre-determined packages depending on customer requirements. You can select a package that closely matches with your requirements. In case none of the packages



- suits your requirements, please feel free to talk with the management and we will help you to accommodate your special needs.
18. Each package has a strict possession time and time of vacating. We request you to strictly abide by agreed hours. This enables us to have sufficient time to clean, sanitize, prepare the hall and other amenities for the upcoming events. For more information, please contact the management.
  19. If you would like to book the hall outside standard timings (08.00 AM to 10.00 PM) or for longer periods, please let us know and we will be happy to help you.
  20. You agree to begin your event promptly at the scheduled start time and agree to have your guests, invitees, your vendors, and other persons vacate the designated event space at the end time mentioned in the contract. Setup and breakdown times must fall within the total rental time-period.
  21. The entire property should be vacated and handed over on or before the End Time mentioned in Contract. In case of extension of time, applicable Charges will levied on an hourly basis (15% per Hour) subject to availability. Extra Stay in rooms will be charged @ Rs.2000.00 per hour.
  22. Facility and grounds allowed to be used by the are only to be used for the stated purpose(s).
  23. It is the responsibility of **THE HOST** to move the equipment(s) within the facility or on the grounds during the event.
  24. You may not use the services of **GREEN APPLE BANQUET HALL (GABH)** staff for loading and unloading of goods and material to be used in a function.
  25. You may not remove any property that belongs to **GREEN APPLE BANQUET HALL (GABH)** from the premises.
  26. Food & Beverages are strictly allowed only in designated areas. No food or beverage strictly in the main party hall.
  27. **GREEN APPLE BANQUET HALL (GABH)** representatives have the exclusive right to restrict entry of certain guests into the premise.
  28. No animals and pets are permitted in the premise.
  29. No Firearms and weapons are allowed in the premise.
  30. Fireworks and firecrackers are strictly prohibited.
  31. Extra security will be provided at additional charge.
  32. **THE HOST** must inspect the premise prior to taking possession, similarly the venue is expected to be vacated in the same condition as it was handed over to them.
  33. **THE HOST** will be fully responsible for all liabilities including food or any damage to the building, carpeting, equipment or other furnishings.
  34. **GREEN APPLE BANQUET HALL (GABH)** management is not responsible for any mishap, natural calamities or theft.
  35. Music system is prohibited to be used after 10.00 PM sharp.
  36. All the requisite statutory permissions (police, sound, excise etc) from the local authorities for organizing the event/ programme shall be taken by the organizers well before the event and a copy of all these permissions to be submitted to the management at least 3 days before the start of the event.
  37. The emergency exits/fire exits of the hall should not be blocked for safety reasons. However, anybody/anything obstructing the exits; the hotel management will have the authority to forcibly clear these obstructions for the safety. At least two emergency exits with signboard are to be kept.
  38. Fire retardant material shall be used and all the safety precautions/guidelines issued by the fire department should be observed by the organizers.
  39. The hotel in no case shall be responsible for any damage/loss caused in any manner.
  40. Adequate personnel will be deputed by **THE HOST** for maintaining the cleanliness of temporary structures/hangars and necessary coordination and support will be provided by **GREEN APPLE BANQUET HALL (GABH)** housekeeping. The open areas will be brought to their original level of cleanliness by **THE HOST** after dismantling.
  41. Separate lifts are provided for Guests and Goods. Usage of passenger lift is strictly only for persons. Catering materials, food, structures and other goods are strictly not allowed.
  42. There should not be any damage done to the walls/ceiling, etc. by way of nailing, pasting or hammering. The carpet protector on the existing carpet shall be laid before the fabrication of stalls.
  43. No pasting should be done on the granite area or on the steps or on the existing carpet of the hall. All the safety steps including fire regulations as stipulated by the fire department shall be observed. **GREEN APPLE BANQUET HALL (GABH)** in no case shall be liable for any damage done to the goods of the organizers. However, any damage to **GREEN APPLE BANQUET HALL (GABH)** property by any means will have to be indemnified by the organizers.
  44. POWER AND WATER SHALL BE DISCONNECTED AUTOMATICALLY AT CLOSING TIME.



45. Smoking, consumption of alcohol/intoxicating items, playing cards and use of narcotics is strictly prohibited. Non Adherence attracts a penalty of Rs. 10000/incident as additional cleaning and sanitization charges.
46. Spitting of pan/gutkhas and tobacco consumption is strictly prohibited. Spitting in the venue attracts penalty of Rs. 1000/incident.
47. There may be increases in prices due to unforeseen changes in market conditions at the time of your event. We will communicate these increases to you in advance. We will require written confirmation that you agree to pay these increased prices. Alternatively, we, at our option, may in such event make reasonable substitutions you agree to accept such substitutions.
48. Guests are allowed to sleep only in bedrooms. not in verandas and halls.
49. Decorations, Floral arrangements, Illumination and Audio/Video facilities will be provided by **GREEN APPLE BANQUET HALL (GABH)** in house vendors only. The management on its sole discretion may allow outside vendors. In such cases, additional security deposit may be charged.
50. Outside catering is allowed upon payment of kitchen rental, cleaning and garbage removal charges. In such cases, **THE HOST** has to ensure outside vendors follows the guidelines of **GREEN APPLE BANQUET HALL (GABH)**. **THE HOST** need to submit the caterers certified certificate .
51. No rooms are provided for catering staffs (except kitchen) Caterers should carry their own garbage and lack over.
52. **THE HOST** must ensure that no child labour is employed for their event.
53. Parking will be allowed on first come first serve basis. There are no exclusive parking rights given with this booking Cleaning charges.
54. Electricity charges, Water Charges, Generator fuel charges are other charges that are not included in the package will be billed in addition to the basic rental. Banquet AC will run for predetermined hours as mentioned in the package. AC facility for additional hours will be charges at Rs. 1000 per hour.
55. **THE HOST** agrees to indemnify and hold the **GREEN APPLE BANQUET HALL (GABH)** , its management, the staffs and agents harmless from and against any and all liability, claims, actions, demands or losses of any kind and nature that may occur or be claimed with respect to any person or persons, corporation, property of chattels, on or about the **GREEN APPLE BANQUET HALL (GABH)**, or to the property itself resulting from any act done, or commission by or through **THE HOST**, his agents, contractors, employees, invitees, or any person on the premises of the **GREEN APPLE BANQUET HALL (GABH)** by reason of **THE HOST'S** use or occupancy thereof. These may include, but are not limited to accident, injury or damage to property arising from any act of **THE HOST** or **THE HOST'S** guest, whether intentional or negligent, which occur during use. **THE HOST** agrees to pay all costs and attorney fees incurred by the **GREEN APPLE BANQUET HALL (GABH)** and its representatives in defending any such claim or action brought against the owner and representatives.
56. Force Majeure - Neither party shall be responsible for failure to perform this contract if circumstances beyond their control, including, but not limited to; acts of God, shortage of commodities or supplies to be furnished by the Hotel, governmental authority, or declared war in the country make it illegal or impossible for the Hotel to hold the event.
57. Encourage every visitor (guests/vendors/children) to wear masks. Ensure enough space for each guest and maintain at least a 1-metre distance from others. Help your guests follow all COVID-19 prevention measures: provide masks, alcohol-based hand sanitizer or access to soap and water, tissues and bins with lids that close. All guests must follow guidance issued by local public health authorities.
58. We will always try and settle all disputes amicably and fairly. In the unlikely event that we are unable to do so, all dispute resolutions will fall under the jurisdiction of the Chennai Court.

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Signature of the applicant

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(Authorized Signatory)

Name:

Date:

Place: