



APPLICATION FOR THE RESERVATION OF WEDDING HALL/AUDITORIUM
STAFF WELFARE ORGANIZATION,
COMMUNITY CENTRE _____

1. Name (Capital Letters) _____
S/O, D/O, W/O _____
2. Office where employed _____
3. N.I.C No. _____ 4. Designation _____
5. B.P.S _____ 6. Residential Address _____

7. Phone No. Office _____ Residence _____
8. Reservation required (Please tick)
 Wedding Hall Auditorium
9. Purpose for which reservation is required _____
10. Whether the reservation is required for self or for dependent. _____
If reservation is required for dependent please mention exact relationship with the dependent in case of dependent a
DEPENDENCY CERTIFICATE shall be provided as per rules.
11. Date of which reservation is required _____ Time: From _____ to _____
12. Approximate No. of Participants. _____

TERMS AND CONDITIONS

- a) Maximum two functions will be arranged in a day. The timing will be fixed with mutual consultation.
- b) In case of tie between Federal Government Employee/their dependents and other preference in reservation will be given to the former.
- c) Lunch or dinner is allowed in the wedding hall or lawn for solemnizing marriage as per Government policy and law.
- d) The allottee shall be responsible for maintaining decorum and will not allow any members of his party commit any nuisance or cause any inconvenience to other allottee if any
- e) The allottee shall leave the premises in clean and tidy conditions.
- f) Any loss/damage caused by an allottee to the building, furniture, fillings, fixture etc. belonging to Wedding Hall / Auditorium shall be made good by the allottee. The Chief Welfare Officer/ Incharge of the Wedding Hall will enter the damages in the register of Damages/Breakage and deduct the equivalent amount from the security, or in case of more loss/damage the same will be recovered through respective department of their employee concerned, if not willing for payment.
- g) The reservation charges if already deposited in treasury will not be refunded to the applicant under any circumstance. However, new dated could be reserved if desired by the applicant subject to availability.
- h) No firing or firework shall be allowed
- i) Violation of the above rules will disqualify and debar the allottee for use of wedding hall/auditorium for one year in addition to any other disciplinary or departmental action that may be taken against him/her.
- j) Additional charges are payable for use of Air conditioners and extra lights, illumination is prohibited.
- k) Widow will produce a certificate from the office of the deceased employee that she has no other source of income except pension or shall provide an affidavit to this effect.

Note:- I have read the above terms and conditions and shall abide by the same

SIGNATURE OF APPLICANT _____

Certificate that all the particulars mentioned by the applicant have been verified and found correct.

Dated _____

SIGNATURE & SEAL OF THE HEAD OF
DEPARTMENT OR AUTHORIZED OFFICER

STAFF WELFARE ORGANIZATION
COMMUNITY CENTER _____

DEPENDENCY CERTIFICATE

This is to certify that Mr./Miss./Ms. _____
is employed in this office as _____ BPS _____ and the Bride/Bridegroom
named Mr./Miss. _____ is real Son / Daughter / Brother / Sister .
(_____ Please indicate) of the applicant, who was applied for booking of wedding hall /
auditorium of the Staff Welfare Organization, Community Centre _____.
Further the Bride/Bridegroom is wholly dependent upon him/her (applicant).

ہدایات برائے صارفین

1. مقررہ وقت کی پابندی لازمی، بعد از وقت مقررہ روشنیاں گل کر دی جائیں گی.
 2. دوران تقریب کسی قسم کی آتش بازی / فائرنگ پر مکمل پابندی ہوگی.
 3. دوران تقریب ہر قسم کے نشہ پر پابندی ہوگی.
 4. دوران تقریب رقص و سرور کی محفل سجانے پر پابندی ہوگی.
 5. دوران تقریب ہنگامہ آرائی سخت منع ہے.
 6. دفتری عملہ سے بدتمیزی ناقابل قبول ہے.
 7. صارفین اور کیڑا اپنے سامان کی حفاظت کے ذمہ دار ہوں گے.
- اور تقریب کے بعد سامان بروقت اٹھانے کے پابند ہوں گے.
- *مندرجہ بالا ہدایات کی خلاف ورزی پر قانونی کارروائی عمل میں لائی جائے گی.

Signature _____

Signature of Applicant

Official Stamp _____

Tell No. _____