



THE HUB – PRIVATE DINING ROOM (PDR) PARTY BOOKING RULES & FORM

PARTY BOOKING REQUISITION DETAILS

Name of Event			
Date & Day of Event	Minimum Guarantee	N/A (Max 24 Persons)	
Start Time	End Time		
Booked By (Member)	Membership No.		
Nature of Event			

KEY SESSION & OPERATIONAL GUIDELINES

BOOKING SLOTS & TIMINGS

- Lunch Slot: 1:00 PM to 4:00 PM
- Dinner Slot: 7:00 PM to 11:45 PM
- F&B Service concludes at 11:45 PM.

CAPACITY & RENTAL TERMS

- Capacity: Up to 24 persons maximum.
- Rental Charge: Rs. 2,000/- + GST if F&B billing is less than Rs. 8,000/-.

FOOD & BEVERAGE SERVICE

- À la carte service from HUB menu.
- Buffet available as per banquet menu.
- Strictly NO outside liquor permitted.

EXTENSION CHARGES

- Extension past 11:45 PM: Rs. 3,000/- per hour.
- Maximum extension allowed: 2 hours (up to 2:00 AM max).

STANDARD BOOKING TERMS & CONDITIONS

- ❖ **Member Eligibility:** Reservations and bookings can be made by primary members only
- ❖ **Guest Entry Charges:** Applicable as per standard club rules for weekdays and weekends
- ❖ **Capacity & Guest Limit:** There is no mandatory minimum guest guarantee; the room can accommodate up to a maximum of 24 persons.
- ❖ **Venue Rental Fee:** A rental charge of **Rs. 2,000/- + GST** will be levied in case the total F&B billing is less than **Rs. 8,000/-**.
- ❖ **Liquor Policy:** No outside liquor is allowed in line with general club policy. All beverages must be ordered through RGC.
- ❖ **Buffet Dining Option:** In case the host member requests a buffet dinner in the Hub PDR, it can be organized in line with the standard RGC Banquet Menu Otherwise; food will be served on an à la carte basis from **THE HUB** menu.
- ❖ **Service Closure & Party Extension:** Food & beverage service shall be served till 11:45 PM Party time can be extended with extra service charges of **Rs. 3,000/- per hour**, subject to a maximum of 2 hours (i.e., till 2:00 AM).
- ❖ **Tentative Bookings:** No tentative booking will be reserved for more than 24 hours without formal confirmation
- ❖ **Property Damage & Liability:** In case of any damage to RGC property during the event, the host member will bear the full cost as fixed by RGC Management, payable immediately on demand.
- ❖ **Venue Decoration:** Table decoration of the venue is allowed subject to prior Management approval and shall be executed exclusively by the respective Empanelled Vendors of RGC.
- ❖ **Applicable Taxes:** Any applicable government taxes and GST will be charged extra on the final billing.

Member's Signature & Date

F&B Manager / Supervisor

Authorized Signatory (RGC)