

# **SAVIOUR GREENISLE – WISDOM CLUB HOUSE**

## **STANDARD OPERATING PROCEDURE (SOP)**

### **A. CLUB HOUSE GENERAL RULES & REGULATIONS**

- 1. The club house facilities are for the use of residents only (where the resident is either a flat owner or a tenant during the period of tenancy).**
  - 2. During any period in which a resident is in default in the payment of any monthly dues, the right to use of club house facilities will be suspended until the outstanding dues are cleared.**
  - 3. For violation by the resident or their guests of any rules and regulations of the club house facilities, the right to use will be suspended for a minimum period of one year.**
  - 4. No animals (i.e., any pets) are allowed in the club house at any point of time.**
  - 5. Cooking is allowed in the designated kitchen area only.**
  - 6. The resident is responsible for the conduct of his/her guests and proper behaviour to prevent damage and excessive noise in the society.**
  - 7. Loud music in club house facilities must be stopped by 11 pm.**
  - 8. The resident should be available during the function.**
  - 9. The outside doors must be kept closed when the air conditioner is switched-on and/or if there is loud music/noise during the party/function.**
  - 10. Illegal substance & activities will not be allowed at any point of time in the club house.**
  - 11. Smoking is strictly prohibited in and around the club house.**
  - 12. The club house cannot be used for money raising purposes by any resident.**
  - 13. The resident need to ensure that the area other than booked area of hall should not be used by him/her or guests.**
  - 14. The resident is responsible for removal of any decorative items in the hall after the party.**
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## **B. PROCEDURE TO BOOK CLUB HOUSE FACILITIES**

- 1. The club house booking will be done at least 7 days in advance by filling a form (available with maintenance office) and the booking can be confirmed only after approval by the maintenance office & the designated office bearer of the SGAOA team provided the required club house charges and security deposit is deposited in advance.**
- 2. Reservation may be made up to a maximum of 30 days in advance.**
- 3. A refundable security deposit is required at the time of booking. The security deposit may be retained as part payment of any expense for cleaning, damage and/or loss of club house. If the deposit is not sufficient to cover the fair value of such cleaning and property, then the resident will be responsible to make additional payment.**
- 4. The security deposit will be refunded subject to following condition(s):**
  - a. The club house should be vacated after the party / function.**
  - b. The club house facilities are inspected for damage or loss by maintenance office and found in acceptable condition.**
  - c. The club house reservation agreement is signed (again) acknowledging if any damage or loss to club house or personal injury has occurred.**

## **C. CLEANUP OF CLUB HOUSE FACILITIES**

- 1. Remove all trash (DO NOT leave trash at club house); otherwise, an extra charge may apply.**
  - 2. Turn OFF all electrical equipment and lights with in the club house.**
  - 3. Lock all doors thoroughly.**
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# Approval letter for function

**(Birthday party, Marriage, Reception, Girah Parvesh & Mutual Function)**

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Name : -.....

R/O : -.....

Mob : -.....Email ID : -.....

Type of function: - ..... Date: -...../..... /.....

I/We ..... living in the society saviour greenisle want a permission for organizing a function on dt.....& timing..... At decided location in the Club of the society. (Saviour Greenisle)

I/We assure and promise the all discipline of rule and regulation on doctrine of the society will be followed by me/us.

<b>Foot Fall</b>	<b>Booking Amount</b>	<b>Cleaning Charge</b>
UP to 50 Person	5,000/-	1000/-
51 to 100 Person	7,500/-	1500/-
100 to 200 Person	10,000/-	2000/-

**Note: - Special Permission required for more than 200 persons.**

## Terms and condition

- A. Party /Function time : 10: 00 AM to 11:00 PM
- B. Voice of music system : on low pitch
- C. After function : cleaning is the part of organizer
- D. Keep co-operation with security on entry of your guest.
- E. Make true essence of happy and healthy party.
- F. No of guests will be allowed as per guideline Covid 19 or circular of govt.
- G. Smoking & liquor are not allowed.

**Approved by**

**Approved by**

**Signature of applicant**

SGAOA

Maintenance Dept.

Tower/Flat no.

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