

**APPLICATION FOR THE RESERVATION OF WEDDING HALL/AUDITORIUM
STAFF WELFARE ORGANIZATION
COMMUNITY CENTER, AABPARA
ISLAMABAD**

1. Name (Capital letters) _____ S/O D/O, W/O _____
2. Office where employed _____
3. C.N.I.C. No. _____ 4. Designation (BPS) _____
5. Residential Address _____
6. Phone No. Office _____ Residence _____
7. Reservation required (Please tick)
Wedding Hall Auditorium
8. Purpose for which reservation is required _____
9. 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).
10. Date of which reservation is required _____ Time: From _____ to _____
11. 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 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 member of his party to 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, fittings, fixture *etc.* belongs 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 Damage/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 the 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 circumstances. However, new dated could be reserved if desired by the applicant subject to availability.
- h) No firing or fire work 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 _____

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

Dated _____

SIGNATURE & SEAL OF HEAD OF
DEPARTMENT OR AUTHORIZED OFFICER

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).

Date _____

Signature _____

Official Stamp _____

Please attached following documents:

1. Attested copy of CNIC of employee.
2. Attested copy of fresh Pay Slip of employee.
3. Attested copy of CNIC of Bride/Bridegroom.
4. Endorsement of application both side from concerned office.
5. Submit reservation form within three days after issue date.