

PUBLIC WORKS DEPARTMENT
APPLICATION FOR BOOKING OF COMMUNITY CENTRE /PARK OF DELHI GOVT. RESIDENTIAL COMPLEX
(FOR GOVERNMENT EMPLOYES)

1. Location of the community centre :
2. Date(s) on which booking is required :
3. Name of the employee :
- (a) Designation
- (b) Department of Employee
4. Employee's residential address :
5. Employee's telephone numbers :
6. Purpose of booking :
7. Occasion (such as marriage, birthday) :
8. **Name of the person concerned (Bride/ Groom/ Birthday B/G):**
9. His/her relationship with employee :

DOCUMENTS ATTACHED WITH THE APPLICATION

- 1 (a) Copy of Current Identity card of the Government Employee Department----- Valid upto --

 (b) Copy of DGEHS Medical Card or Ration Card or Election Identity Card or Educational Certificate as proof of relationship mentioned in item 6 (c).
2. Offer of allotment of Govt. Flat dated-----
3. Occupation report of flat dated -----
4. Copy of Family Ration Card mentioning the name of family member Sh./Smt.-----
5. Invitation Card in original
6. Description of others documents.

I agree to handover the neat and clean premises of community centre after the ceremony is over. PWD will not be responsible for cleaning the premises.
 The premises shall be handed over at 10 am to the applicant on the date of booking & taken over by the PWD at 10 am on the next day.
 No DJ & other musical noise will be allowed in the premises after 10 pm.

I declare that above particulars are true and correct. I understand that if these particulars are found to be incorrect, the booking may be cancelled, higher charges alongwith security deposit shall be forfeited and disciplinary action deemed fit, shall be initiated.

I agree, to abide by the terms and conditions given overleaf.

Note : The booking of community centre/park shall be made for the occasion related to himself or his family member.

Date.....

Signature of the employee.....
 Designation -----
 Name of Department-----



Photo of (Bride/ Groom/ Birthday B/G)

NOTE : ALL THE MUSIC SYSTEMS MUST BE SWITCHED OFF AFTER 10.00 PM

PUBLIC WORKS DEPARTMENT
APPLICATION FOR BOOKING OF COMMUNITY CENTRE /PARK OF DELHI GOVT. RESIDENTIAL COMPLEX
(FOR PRIVATE PERSON)

1. Location of the community centre :
2. Date(s) on which booking is required :
3. Name of the Applicant :
4. Applicant's residence address :
5. Applicant's telephone numbers :
6. Purpose of booking :
7. Occasion (such as marriage, birthday) :
8. Name of the person concerned(Bride/ Groom/ Birthday B/G) :
9. His/her relationship with Applicant :

ATTESTED PHOTOCOPIES OF THE FOLLOWING DOCUMENTS IS ALSO ENCLOSED:

1. Family Ration Card mentioning the name of family member Sh./Km/Smt. _____
2. Invitation Card in original.
3. Recommendation from the area MLA Sh. _____ (AC No. _____) Original
4. Election Identity Card / Aadhar Card
5. Any other documents.

I agree to handover the neat and clean premises of community centre after the ceremony is over.
 PWD will not be responsible for cleaning the premises.

The premises shall be handed over at 10 am to the applicant on the date of booking & taken over by the PWD at 10 am on the next day.

No DJ & other musical nose will be allowed in the premises after 10 pm.

DECLARATION OF PRIVATE PERSON

(A) The function as described above is specifically for his/her family member Sh./Km./Smt..... Who resides with him.He is abiding with all the terms and conditions of booking and is recommended for temporary booking offor the period from.....to.....

(B) The above mentioned applicant is resident of _____Delhi, and this area falls under the Geographical limits of Assembly Constituency (No. and Name)_____.

ATTESTED PHOTOCOPIES OF THE FOLLOWING DOCUMENTS ARE ENCLOSED:

I declare that above particulars are true and correct. I understand that if these particulars are found to be incorrect, the booking may be cancelled and higher charges alongwith security deposit shall be forfeited and criminal proceedings be incited.

I agree, to abide by the terms and conditions given overleaf.

Date.....

Signature of the Applicant.....



Photo of (Bride/ Groom/ Birthday B/G)

NOTE : ALL THE MUSIC SYSTEMS MUST BE SWITCHED OFF AFTER 10.00 PM