

**Colony Welfare Centre, ICF Chennai-600038**

**Application Form for Booking of Welfare Centre**

(For Serving/Retired ICF/Railway Employees and outsiders)

Name of the applicant.....:

Emp.No./T.No.(If ICF/Rly).....:

ICF/Rly/Outsider

Residential address.....:

Mobile/Land Line No.....:

Date on which Welfare Centre required.....:

Function (for self/dependant).....:

(Birthday/Reception/Puberty/Meeting/)

If others please mention)

If dependant name and relationship-

with the applicant.....:

Outsider :

Name and age of the persons in respect  
of whom the function is being held :

Amount paid.....:

I hereby declare that the information furnished above is correct. I have also read the terms and conditions for booking of Welfare Centre and I declare that I will abide by them.

Signature of applicant

(For terms and conditions please see overleaf)

## **TERMS AND CONDITIONS FOR ALLOTMENT OF WELFARE CENTRE**

1. Administration reserves the right to revise tariff at any time, without any intimation.
2. Booking of Welfare Centre is permitted for employees, their dependent (*as per pass rules*), Unions/Association & outsiders, after full payment of prescribed rent and other charges.
3. The Chairman reserves the right to accept/refuse/cancel the booking due to administrative reasons.
4. The allotment for Welfare Centre shall be made on **per day basis starting from 06.00 hrs. to 22.00 hrs.** on the same day of allotment.
5. Using of Welfare Centre after 22.00hrs is not permitted under any circumstances.
6. **USE OF LOUD SPEAKERS:**

As the Welfare Centre is situated among the quarters, usage of loud speakers (cone type or box type speakers) is strictly prohibited. However, usage of music players (noise level to be audible within the room and should not be heard outside) is permitted. In case, usage of loud speakers are required, for any special occasions, prior permission of CPO(*SPO/ Welfare will be handling the requests*) is to be obtained.
7. As there is no permanent contract for decoration and extra lighting, the applicant has to make his/her own arrangement, if required.
8. The keys are to be handed over to the caretaker of the colony immediately after the function is over.
9. Damage, if any, caused to the property of Welfare Centre during the function should be borne by the applicant and the refundable deposit will be returned only after clearance by the committee.
10. For the functions conducted by Unions/Associations, including Cultural Associations (*for which the members are ICF employees& retired employees only*), the special rate will be applied. For the Unions/Associations which are having members other than ICF employees/retired employees, outsider rate is applicable.
11. Cleaning charges and Electrical charges should be borne by applicant, as fixed by the Administration.
12. Cooking is allowed only in the prescribed area and the applicant is solely responsible for the safety.
13. The managing committee shall not bear any responsibility for the loss of the personal belongings of the applicant and any other persons attending the event/function.

14. **BURSTING OF CRACKERS:**

Bursting of crackers, lighting fire, handling explosive and banned substances which cause danger/threat to the lives of humans/properties are totally prohibited in the Welfare Centre premises and its surroundings. Violations, if any in this regard shall be liable for prosecution.

15. Power backup/Generator facility is not available in Welfare Centre and the Colony Committee/Administration shall not be responsible for any breakdown/power failure.
16. Allotment of Welfare Centre shall not be made for conducting/holding any political functions.
17. Alcoholic drinks are strictly prohibited in the premises and its surroundings.
18. All employees are advised to follow the instructions strictly without any deviation.
19. For violation of any of the instructions by an employee or his family members, the employee is liable for Disciplinary Action.
20. If any outside member has violated the instructions, they will be debarred permanently from booking any of the Welfare Centre and in addition liable for criminal action.