

UNDERTAKING

To,
Honorary Secretary,
Khoja (Pirhai) Shia Isna Ashri JAMAAT.
Karachi.

SUBJECT: **Undertaking For Utilizing Of Halls Owned By KPSIAJ Karachi**

Dear Sir,

I/We hereby undertake that:

1. I/We shall pay all dues in advance for booking of desired hall(s) and within 30 day before the date of program if the booking has to be made by an organization as per given schedule for the year.
2. The facilities are being hired exclusively for me/us and not on behalf of any other organization/institution and/or any individual.
3. The facilities shall only be used of the purpose, day and time, for which it is booked as per prescribed booking form.
4. **I/We shall use the electric/lighting facility which is already available in the respective Hall and will not fix/use any other light from my/our side of any specification.**
5. I/We take due care of all the facilities while under my/our utilization and I/We understand that if anything is damaged or broken while it is in use, I/We shall be responsible for paying the cost of repairs / replacement immediately which shall be deductible from the amount (if any) deposited with the JAMAAT, and in case there is no deposit or the deposit being insufficient to cover the cost, the same will be paid by me/us.
6. I/We understand that charges are customary for any item(s) of equipment(s) borrowed from the Hall.
7. **I/We shall be responsible for keeping speakers/noise volume levels at a minimum inside the premises and will also further restrict noise levels low enough so as not to disturb other programs being held in the premises. No speakers will be allowed outside the premises.**
8. I/We shall manage proper parking of the vehicles of my/our guest and shall not block/close the road which my hinder the movement of vehicles and shall not cause and inconvenience to the neighbors or general public.
9. The program shall be organized according to the dictates of *Shariah* and no acts in contravention of *Shariah* shall be arranged.
10. I/We shall print the name(s) of the hall on our invitation card as mentioned in the prescribed form.
11. I/We understand that JAMAAT reserves the right to make alterations to the hall layout to comply with local health and safety or other requirements.
12. **I/We understand that except of Backdrop NO banners and inscriptions will be placed in the Hall. If very necessary to put extra banners/ inscriptions prior permission must be taken and place at prescribed area allocated by JAMAAT without damaging the Hall walls or other fixtures.**
13. I/We further agree that:
 - a) **The Management of JAMAAT reserves the right to approve or reject any application for booking and/or cancel any approved booking etc. without assigning any reason whatsoever.**
 - b) **The management of JAMAAT shall not confirm the booking until all the charges and security amount is deposited in advance by me/us.**
 - c) in case of booking of more than one Hall, all the bookings will be treated separate booking and cancellation charges will be applied on each cancellation as per above schedule.
 - d) I/we agree that this booking is for 4 hours as per time mentioned on the prescribed booking form which will not be beyond 12:00 midnight in any case.
 - e) **Light will be turned off at 12:00 midnight. Rs. 1000/- will be charged for each hour or fraction thereof if utilization prolongs beyond 4 hours.**
 - f) It will be the applicant's responsibility to get the deposit refunded within 30 days of the program held after deductions; otherwise deposit will be treated as donation after 30 days.
 - g) **Reservation made on phone/fax/email will be considered as provisional booking. If not confirmed within 48 hour it will be cancelled.**
 - h) **All essential government permission/NOC shall be obtained by me/us from the concerned authorities before the program. JAMAAT shall not be responsible for any mishap or untoward incident.**
 - i) The catering and decoration facilities shall be provided by authorized caterers and decorators only.
 - j) The management of JAMAAT shall with hold the following amount as cancellation charges:
 - I. 10 % if the booking is cancelled before 45 days of the scheduled program.
 - II. 25 % before 30 days of scheduled program
 - III. 50 % before 15 days of scheduled program
 - IV. 75 % before 7days of scheduled program
 - V. 100 % before three days of scheduled program

By signing this undertaking, the user expressly ratifies the terms and conditions contained herein.

Signature: _____

Name: _____

JCIC/CNIC NO: _____

Date: _____

Please Attached

Copy of JCIC/CNIC

Request letter in case of organization

Full payment