



# The Club Mahabaleshwar

MAHABALESHWAR 412 806 TEL: (02168) 260221 FAX: (02168) 260047 [www.clubmahabaleshwar.net](http://www.clubmahabaleshwar.net)

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## OFF SEASON ROOM RESERVATION REQUEST

### PART A. MEMBER INFORMATION

<b>MEMBER NAME</b>		<b>MEM NO</b>	
	TEL (O) _____	CELL _____	
	STD CODE — OFFICE TEL NO	CELLULAR PHONE NUMBER	
<b>CONTACT NOS</b>	TEL (R) _____	EMAIL _____	
	STD CODE — RESIDENCE TEL NO	EMAIL ADDRESS	
	FAX _____		
	STD CODE — FAX NO		
<b>ADDRESS</b>	_____		
	_____		

### PART B. RESERVATION INFORMATION

<b>Reservation dates</b>	<b>No of Rooms</b> _____	From 1200 hrs on _____	To 0900 hrs on _____		
	<b>First meal on arrival *</b>	Lunch _____	Dinner _____	If requested dates are unavailable, should the request be kept on the waiting list? Yes _____ No _____	
<b>Sr No</b>	<b>Name</b>	<b>Reservation for Member or Temporary Member (M/T)**</b>	<b>Age (Years)</b>	<b>Meal Preference (V/NV)</b>	
1					
2					
3					
4					
5					
6					
7					
8					

### C. NOTE

1. Check-in time is 12 noon. Checkout time is 0900 hrs. \* The first meal at arrival can be lunch **or** dinner. Please indicate your preference in Part B. If not specified, the first-meal preference will be taken to be lunch. \*\* Please indicate if request is for **Member** or **Temporary Member**. *Member* includes only the Member's spouse and minor dependent children under the age of 18.
2. Members/Temporary Members **must** checkout and vacate rooms by 0900 hrs on the last day of their stay. The Secretary is authorised, in the presence of two other Club employees, to open a room that has not been cleared on time and to remove all belongings and possessions therein. These will be stored for a reasonable time till claimed.
3. Cancellation charges as applicable are levied if (a) reservations once confirmed are cancelled; (b) the stay is for fewer days than requested, or (c) the number of persons is fewer than requested. **Confirmed bookings are not transferable. Requests to allot confirmed bookings to others will be treated as cancellations, with levy of applicable cancellation charges, and the rooms will be made available to the waiting list.**
4. All Club Rules & Regulations, including as to dress code, use of cell phones, etc., must be strictly followed by members and temporary members. The Secretary of the Club is fully authorised to enforce all rules and regulations of the Club. Members are responsible for the conduct and the dues of temporary members introduced by them.
5. The Club bill must be cleared in full by cheque, cash or credit card at checkout before departure. **Please see page 3 for more information.**

Member's  
Signature \_\_\_\_\_

Date \_\_\_\_\_

### FOR CLUB USE ONLY

Application Received On \_\_\_\_\_

Confirmed on \_\_\_\_\_

Wait Listed position on booking date \_\_\_\_\_

Confirmed by \_\_\_\_\_



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## OFF SEASON ROOM RESERVATION REQUEST : FORM FOR ADDITIONAL NAMES

**A MEMBER INFORMATION**

*Form for Additional Names*

MEMBER NAME \_\_\_\_\_

**B. RESERVATION INFORMATION**

Sr No	Name	Reservation for Member or Temporary Member (M/T)**	Age (Years)	Meal Preference (V/NV)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				

Member's  
Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR CLUB USE ONLY**

Application Received On \_\_\_\_\_

Confirmed on \_\_\_\_\_

Wait Listed position on booking date \_\_\_\_\_

Confirmed by \_\_\_\_\_



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## D. INSTRUCTIONS/HELP ON FILLING OUT THE RESERVATION FORM

### 1. VIEWING, PRINTING AND FILLING THE FORM

This form is in the Adobe PDF format. To view, print or fill out the form, you will need the free Adobe PDF Viewer, available from <http://www.adobe.com/products/acrobat/readstep2.html>.

### 2. MANUALLY FILLING THE FORM

- (a) Open the form in Adobe PDF Viewer, and print ALL three pages (including this page).
- (b) Fill in the information in Page 1.
- (c) If additional names are to be submitted, fill in PAGE 2.
- (d) Sign and date Page 1 and, if used, Page 2.

### 3. FILLING THE FORM DIRECTLY IN ADOBE PDF VIEWER

- (a) Open the form in the Adobe PDF Viewer
- (b) Click on the first field (information space area) and simply type in the information.
- (c) To go to the next field, either click on it, or press the TAB key on your keyboard (that will take you through the fields one by one).
- (d) Enter all dates in the date-month-year format, dd-mm-yyyy. 27th January 2008 is, therefore, 27-01-2008
- (e) Check-box fields can be filled in either by pressing the spacebar in the field, or clicking **once** with the mouse. Every click or press of the spacebar will toggle the check mark on/off.

### 4. SUBMITTING THE FORM

- (a) Sign and date PAGE 1, and, if used, PAGE 2 of the completed printed-out form.
- (b) **FAX or COURIER / MAIL** the signed page(s) to the Club:

<b>Fax</b> (from MTNL/BSNL Lines in Maharashtra)	952168-260047
<b>Fax</b> (from other telecom operators)	02168-260047
<b>Mail/Courier to</b>	The Club, Mahabaleshwar Mahabaleshwar District Satara 412 806

- (c) **FORMS WILL NOT BE ACCEPTED BY EMAIL.**
- (d) **UNSIGNED FORMS WILL NOT BE ACCEPTED.**

### 5. NOTE

- (a) **Please note that 'Member' includes the Member's family: i.e., spouse and minor dependent children below the age of 18. All others should be marked as Temporary Members .**
- (b) Ages are **particularly required** in the case of children (since billing for children depends on age) and also for senior citizens, as this is a factor kept in mind while allotting rooms.
- (c) Submitting the form implies Members' and Temporary Members' acceptance of all Club Rules & Regulations presently in force, including without limitation as to tariff, taxes, cancellation charges, rules of conduct and dress code. Members are responsible for the conduct and charges of Temporary Members introduced by them. Members/Temporary Members should satisfy themselves as to rules and tariff before submitting the form and, in any event, before arrival at the Club.
- (d) The Club bill must be cleared in full by cheque, cash or credit card at checkout before departure. Payment is accepted in cash or by Visa/MasterCard credit cards. Advance payment can be made in Mumbai by local (Mumbai) cheques. Unaccompanied Temporary members must make full advance payment in the amount and manner that is specified in the confirmation letter/fax. Charges for Temporary Members accompanied by members must be paid in advance in Mumbai by cash or cheque, or may be deposited in cash on arrival (check-in) with the Club, or must be cleared by credit card at check-out.