



# The Club Mahabaleshwar

Mahabaleshwar 412 806 Dist Satara TEL: (02168) 260221,260034

E-mail - bookings@clubmahabaleshwar.net, javed@clubmahabaleshwar.net

Website - www.clubmahabaleshwar.net

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## SEASON ROOM RESERVATION REQUEST

PART A. MEMBER INFORMATION	
NAME OF MEMBER _____	MEM NO _____
CONTACT (O) _____ (R) _____	CELL _____
EMAIL _____	Fax _____
ADDRESS _____	

PART B. RESERVATION FOR MEMBER				
Reservation dates _____	No of Rooms _____	From 1200 hrs on _____	To 0900 hrs on _____	
First meal on arrival * _____	Lunch _____	Dinner _____	If requested dates are unavailable, should the request be kept on the waiting list? Yes _____ No _____	
Sr No	Name	Reservation for Member (M)	Age (Years)	Meal Preference (V/NV)
1				
2				
3				
4				
5				

I, the above named member wish to introduce the below mentioned persons as Temporary Member(s) to The Club

PART C. RESERVATION FOR TEMPORARY MEMBER				
Reservation dates _____	No of Rooms _____	From 1200 hrs on _____	To 0900 hrs on _____	
First meal on arrival * _____	Lunch _____	Dinner _____	If requested dates are unavailable, should the request be kept on the waiting list? Yes _____ No _____	
Sr No	Name	Reservation for Temp Member (TM)	Age (Years)	Meal Preference (V/NV)
1				
2				
3				
4				
5				

1. Check-in time is 12 noon. Checkout time is 0900 hrs. \* The first meal at arrival can be lunch or dinner.
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 applicable as per rules of The Club. Please refer our website [www.clubmahabaleshwar.net](http://www.clubmahabaleshwar.net) for cancellation charges and other rules.
4. All Club Rules & Regulations, including Dress code, use of cell phones, etc., must be strictly followed by members and temporary member introduced by them. 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/credit/debit card by Member, and by credit/debit card by Temporary Member at checkout before departure.

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

FOR OFFICE USE ONLY

The Club accepts/rejects the introduction of the above named persons in "Part C" as Temporary Members. \_\_\_\_\_

## SEASON ROOM RESERVATION REQUEST : FORM FOR ADDITIONAL NAMES

**A MEMBER INFORMATION**
*Form for Additional Names*

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

**PART B. RESERVATION FOR MEMBER**

Additional Names

Sr No	Name	Reservation for Member (M)	Age (Years)	Meal Preference (V/NV)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

I, the above named member wish to introduce the below mentioned persons as Temporary Member(s) to The Club

**PART C. RESERVATION FOR TEMPORARY MEMBER**

Additional Names

Sr No	Name	Reservation for Temp Member (TM)	Age (Years)	Meal Preference (V/NV)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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

FOR OFFICE USE ONLY

The Club accepts/rejects the introduction of the above named persons in "Part C" as Temporary Members. \_\_\_\_\_



## C. 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) **MAIL the signed page(s) to The Club on following address:**

The Club Mahabaleshwar,  
Mahabaleshwar, District - Satara 412806  
Tel No. 02168 260221, 260034

- (c) **FORMS WILL NOT BE ACCEPTED BY EMAIL IN SEASON PERIOD**
- (d) **HOWEVER, YOU CAN SEND THE FORMS BY EMAIL IN OFF SEASON.**

### 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 Member.**
- (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 bills must be cleared in full by cheque, credit/debit card or through bank transactions at checkout before departure. Payment is accepted by Visa/MasterCards and RTGS / NEFT. Advance payment can be made in Mumbai by local (Mumbai) cheques. Temporary Members must make full advance payment in the amount and manner that is specified in the confirmation letter/email unless accompanied by a Member in which case charges must be paid in advance in Mumbai by cheque, or may be paid by Credit/Debit card on arrival at check-in or at check-out.