



RESERVATION CONTRACT

1. **Bride/ Groom's Name:** _____
(Attach Photocopy of CNIC)
2. **Father's / Host Name:** _____
(Attach Photocopy of CNIC)
3. **Address of Host:** _____

Email: _____
4. **Tel No. Office:** _____ **Res:** _____ **Cell:** _____
5. **Function Date:** _____ **Function Timings:** _____
6. **Type of Function:** _____ **No. of Guests:** _____
7. **Serving/Retired Officer PA / Rank** _____ **Relations with Host:** _____ **Venue:** _____
8. Payment according to estimated guests is received in full at least 10 days in advance before the function. Payment would be made through crossed cheque in favour of "ARMY HERITAGE FOUNDATION TOPI RAKH COMPLEX".
9. **Venue charges for Lunch & Dinner Events are as per:-**

GALAXY (FULL)

140,000/-

GALAXY (HALF)

70,000/-

CRESCENT

70,000/-

RAINBOW

55,000/-

LAWN

50,000/-

10. Tax will be deducted as per FBR / PRA Rules as applicable from time to time.
11. Rs. 20,000/- per hour for the GALAXY HALL, Rs. 10,000/- for CRESCENT, RAINBOW and LAWN, shall be charged for over staying in lieu of Utility Charges beyond the laid down time limits (maximum an Hour).
12. Dancing Floor (Wooden 20x16) - Rs. 12,000/- with panaflex sheet - Rs. 18,000/-
13. Florist for stage decoration - Minimum Rs. 35,000/- , Galaxy Rs. 40,000/-
14. Nikkah Khawan (if required) @ Rs. 5,000/- (Inclusive of Registration Fee)
15. Multimedia facility can be availed @ Rs. 15,000/- per event for both the screens and Rs. 10,000/- for single screen, per event for live coverage of the event and customized presentations (for Topi Rakh GALAXY HALL Only).

I have read all the instructions given in this brochure and will abide by in true spirit.

BOOKING OFFICER

HOST

Signature: _____

Signature: _____

Name: _____

Name: _____

CNIC #: _____

Date: _____

Date: _____

Topi Rakh Complex (Army Heritage Foundation), Ayub National Park, G.T.Road, Rawalpindi.
Phone: (+92-51) 8469944, Cell / Whatsapp: (+92-321) 5331496, Email: contact@topirakh.com



www.topirakh.com

RESERVATION TERMS & CONDITIONS

1. Foreword: Topi Rakh Complex is an integral concern of Army Heritage Foundation and is located within the premises of Ayub National Park Rawalpindi, having direct entry from G.T Road, (Extension of the Mall). Following facilities are available:-

- a. **Setup of Topi Rakh Complex with Allied Facilities:** The setups of each venue are made as per the choice/requirement of the clients. However, the maximum capacity to accommodate the guests is shown as under:-

Setup with Round Table	Setup without Round Table
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1. Topi Rakh GALAXY (Full)	1000	1200
2. Topi Rakh GALAXY (Half)	500	600
3. Topi Rakh CRESCENT	350	450
4. Topi Rakh RAINBOW	250	350
5. Topi Rakh Lawn	400	500

(The host may opt for mixed setup with partition / without partition of the hall).

Our multidimensional halls have the capacity to hold multipurpose functions like Marriages, Walima Receptions, Convocations, Seminars, Examinations and Corporate get-togethers.

- b. **Car Parking:** Secure and spacious hard surface car parking is available for more than 1500 vehicles.

- c. **Jungle Barracks Mess:** Twenty-nine (29) Standard Guest Rooms and Four (4) VIP Suites equipped with contemporary comforts in the serene environment of Ayub National Park, are located within immediate proximity of Topi Rakh Complex. Rooms rates are as under:-

1. Standard Room	Rs. 7,000/- Per night	4. VIP Suite	Rs. 14,000/- Per night
2. Deluxe Room	Rs. 9,000/- Per night	5. Presidential Suite	Rs. 18,000/- Per night

2. **Catering Facilities / Mess:** Food and refreshment facilities are available according to the choice of the hosts as per the menu attached. All food items are cooked / prepared inside. Out catering at resident and outdoor Lawns are also available.

3. **Reservation Security:** Client shall deposit Rs. 50,000/- for Topi Rakh GALAXY (FULL), Rs. 30,000/- for Topi Rakh GALAXY (Half) Rs. 30,000/- for Topi Rakh CRESCENT Rs. 25,000/- for RAINBOW & LAWN as reservation security separately at the time of booking which will be refunded after the function through crossed cheque.

4. **Cancellation Policy:** In case of cancellation or change of date (through written application), following deductions will be made.

- a. 60 Days or more before the reserved date. - 25% of the amount deposited
- b. Between 31 - 60 days before the reserved date - 50% of the amount deposited
- c. between 15 - 30 days before the reserved date - 75% of the amount deposited
- d. Less than 15 days - 100% of the amount deposited

5. **Booking / Payment Timings:** Timings for deposit of security money / full payment & deposit / collection of cheques etc. between 08:00 am to 10:00 pm daily. Client may also contact on given number for any query and refund if any.

6. **Function Timings:** Three hours are allowed for each function as per the following slabs.

a. Afternoon	WINTER	12:30 - 15:30 hours	Summer	13:00 - 16:00 hours
b. Evening		19:00 - 22:00 hours		19:00 - 22:00 hours

Host is requested in his own interest to advise his invitees to bring their invitation cards for security / identification purpose. The invitation cards and their CNIC may be checked at entry point.

7. **Complimentary Services / Special Officer:**

- a. 10% rebate will be offered for booking Jungle Barracks Rooms. (Optional / Subject to availability).
- b. If a customer is holding three (03) functions consecutively Mehndi, Barat, Walima in Topi Rakh Complex then a rebate @ 50% will be given on Venue with minimum hall charges.
- c. 50% rebate shall be offered for Lunch Timing on Hall Charges for Wedding function only, for all the TRC setups during weekdays i.e. (Monday to Friday).

8. **Themes:** Following color themes are available:

1. White
2. Black
3. Golden
4. Maroon
5. Yellow
6. Turquoise
7. Purple
8. Peach
9. Pink
10. Sea Green

9. **Force Majeure:** Management of Topi Rakh Complex may not be able to fulfill its obligations regarding holding of function on a reserved date due to any Government regulations labor trouble or under any other circumstances which are beyond the control of the management.

10. **Important Notes:**

- a. Rights of admission are reserved.
- b. No Political / religious meetings are allowed.
- c. No fire arms shall be carried. firework display is also for bidden.
- d. Use of liquor is strictly forbidden.
- e. Damage to crockery, furniture or any other property of Topi Rakh Complex within its premises shall be charged to the extent of loss assessed by the management.
- f. Client is not allowed to bring in any musical system, singers or dancer except band.
- g. Wheel chair for sick / elderly guest is available on request.
- h. Children under 5 years are complimentary, 5 year to 10 years will be charged as half and above 10 years will be charged as full.
- i. Staff of Topi Rakh Complex shall fill in the slip regarding number of guests in consultation with the host which shall be final. Host should coordinate with the staff regarding the number of guests only 5 % extra guests may be accommodated.
- j. No eatables or drinks are allowed from outside.
- k. **OUTSIDE CATERING IS ALSO NOT PERMITTED.**
- k. **INDIAN SONGS ARE NOT ALLOWED.**
- l. No Guests shall be allowed without Covid-19 vaccination. Vaccination status shall be checked in hall Reception Lobby, Till further order from the District Govt.
- m. Original CNIC will be shown at the time of booking and a copy of the same be provided for record.
- n. Retired / Serving defense personnel will also show and provide their Service Cards.
- o. All the above laid down terms and conditions, menu lists, costs and rates at the time of booking are subject to change or revision till the time of holding of the function without any advance notice. The rates published by TRC at the time holding the event shall be charged accordingly.
- p. Drone Camera is allowed. If the host is willing to take full responsibility of any loss / damages to the property of **TOPI RAKH COMPLEX** during the coverage.
- q. In case of inclement weather prior to or during the occurrence of an outdoor Event at Topi Rakh Complex the client indemnifies the mgt of TRC for any Rundle or loss caused by weather conditions beyond the control of normal course of operations. The decision to conduct the event at an outdoor menu will solely be at the discretion of the client.
- r. Temporary booking will expire in three days.

11. **Special Precautions:** Vehicles parking is free of cost and at the owner's risk. Beware of thieves and pick pockets. Safeguard your valuables viz Cash, gold ornaments, mobile phones and other valuable articles. Management shall NOT be responsible for any loss.