

PARTY REQUEST/ APPROVAL FORM

1. Party in the name of : _____
2. Personal No : _____
3. Member : YES/ NO
4. Unit/ Organisation : _____
5. Contact details
 - (a) Office Tel no : _____
 - (b) Mobile no. : _____
6. Date of party : _____
 - (a) Time : _____ hrs to _____ hrs
7. No. of guests : _____
8. Requirements of
 - (a) Catering (refer Part Menus) : Menu no. _____
 - (b) Bar : YES/ NO
 - (c) Place - Party hall / Beach Bar : _____

(Please specify items and quantity in member of plate in consultation with the catering contractor, approximate quantities of liquor from available brands in consultation with the bar- man, the requirements of cigarette packets, small eats and special requirements etc.)

9. Special requirements (chargeable):-

- | | |
|--------------------------------|--------|
| (a) Series lights/ decoration | Yes/No |
| (b) Karaoke system with screen | Yes/No |
| (c) Separate bar | Yes/No |
| (d) Any other services | Yes/No |
| (e) Balloon/ Flower decoration | Yes/No |

Signature: _____
Name: _____
Mem No: _____

Recommended
Additional Stewards-

(Approved / Not approved)

Asst. Secretary

Chairman

Distribution: -

- (1) Manager
- (2) Wine- in-charge
- (3) Contractor for Catering
- (4) Technical Executive
- (5) Reception

NAVAL OFFICERS INSTITUTE RULES FOR CONDUCT OF PRIVATE PARTIES

1. Parties may be conducted on days when there is no other function in the institute. No parties are to be booked on **Tuesday** and **Friday/ Saturday**. The party Booking Charge for the venue is Rs.1000/- and is required to be paid in advance while filling the Party Booking Form. Booking amount is non-refundable.
2. Only one party will be undertaken by the institute per day.
3. Parties may be conducted after 1600 hrs and until the closing of the institute. (i.e. 2230 hrs)
4. Tea parties must terminate by 1900 hrs.
5. No food/ beverages from outside the institute are permitted at the party other than cake and pastries.
6. Members must request for whatever facility they desire which the institute will endeavour to provide. The confirmation for the facilities from outside resources will be intimated after two working days from the date of booking. NOI will not be responsible for any gate pass entry of outsourced facilities.
7. Bills for the party are **to be settled the day following the party**. All payments are to be made by cheque/ cash/ Card at NOI office in MO(Kar) after ascertaining the wines and catering bill together and other charges as are requested in the form.
8. Bills for the party have **to be only in one name**. No splitting of the bill shall be permitted. The person signing for the party will be responsible for clearance of the bill.
9. Members are requested not to give any tip to stewards.
10. This form is to be completed and handed over to the office prior to the party. In the event of shorter notice members must get the Secretary approval on their own.
11. Two complimentary stewards will be provided for the Party. Additional stewards will be charged @Rs300. Number of additional stewards will be decided by Secretary, NOI based on strength in party. A party continuing beyond stipulated timing (2230 hrs) will entail an **overtime charge** (Rs250 per hour per men).
12. No direct payments shall be made to the Caterer.
13. Parcelling of party food/ party left over food is not permitted.

PARTY MENU 1

RATE: Rs.350/- ONLY PER PLATE

TIMING.

1. Starters 2000 hrs to 2130 hrs
2. Dinner 2130 hrs to 2230 hrs

SALAD BAR

GREEN GARDEN SALAD

STARTERS (NON VEG)

CHICKEN (ONLY ONE ITEM)
(CHILLY / MANCHURIAN)

STARTER (VEG)

VEG (ONLY ONE ITEM)
(GOBI/ FRENCH FRY/ PEANUT/ PANEER)

MAIN COURSE CHINESE

- VEG FRIED RICE
- CHICKEN FRIED RICE
- CHICKEN MANCHURIAN (GRAVY)
- VEG MANCHURIAN (GRAVY)

DESSERTS

ONLY ONE ITEM

(ICE CREAM/ GAJAR KA HALWA/ LAUKI KA HALWA)

COMMON

PAPAD, PICKLE, GREEN CHUTNEY

PARTY MENU 2

RATE: Rs. 400/- ONLY PER PLATE

TIMING.

1. Starters 2000 hrs to 2130 hrs
2. Dinner 2130 hrs to 2230 hrs

SALAD BAR

GREEN GARDEN SALAD

STARTERS (NON VEG)

CHICKEN (ONLY ONE ITEM)
(CHILLY/ MANCHURIAN/ TANDOORI/ TIKKA)

STARTER (VEG)

VEG (ONLY ONE ITEM)
(GOBI/ FRENCH FRY/ PEANUT/ PANEER)

MAIN COURSE CHINESE

- TANDOORI ROTI
- NAAN (PLAIN/ BUTTER)
- CHICKEN (GRAVY)
- PANEER (GRAVY)
- VEG (SEMI GRAVY)
- DAL (TADKA/ FRY)
- RICE (STEAM/ PULAO)

DESSERTS

ONLY ONE ITEM
(ICE CREAM/ GAJAR KA HALWA/ LAUKI KA HALWA)

COMMON

PAPAD, PICKLE, GREEN CHUTNEY

PARTY MENU 3

RATE: Rs. 475/- ONLY PER PLATE

TIMING.

1. Starters 2000 hrs to 2130 hrs
2. Dinner 2130 hrs to 2230 hrs

SALAD BAR

GREEN GARDEN SALAD
ONION SALAD/ TOSSED

STARTERS (NON VEG)

CHICKEN (ONLY TWO ITEMS)
(CHILLY/ MANCHURIAN/ TANDOORI/ TIKKA)

STARTER (VEG)

VEG (ONLY TWO ITEMS)
(GOBI/ FRENCH FRY/ PEANUT/ PANEER)

MAIN COURSE CHINESE

- TANDOORI ROTI
- NAAN (GARLIC/ BUTTER)
- CHICKEN (GRAVY)
- PANEER (GRAVY)
- VEG (SEMI GRAVY)
- DAL (TADKA/ FRY)
- RICE (STEAM/ PULAO)

DESSERTS

ONLY ONE ITEM
(ICE CREAM/ GULAB JAMUN/ GAJAR KA HALWA/ LAUKI KA HALWA)

COMMON

PAPAD, PICKLE, GREEN CHUTNEY

PARTY MENU 4

RATE: Rs.650 /- ONLY PER PLATE

TIMING.

1. Starters 2000 hrs to 2130 hrs
2. Dinner 2130 hrs to 2230 hrs

SALAD BAR

GREEN GARDEN SALAD
ONION SALAD/ TOSSED SALAD

STARTERS (NON VEG)

CHICKEN/ FISH (ONLY THREE ITEMS)
(CHILLY/ MANCHURIAN/ TANDOORI/ TIKKA)

STARTER (VEG)

VEG (ONLY THREE ITEMS)
(GOBI/ FRENCH FRY/ PEANUT/ PANEER CHILLY/)

MAIN COURSE CHINESE

- TANDOORI ROTI
- NAAN (GARLIC/ BUTTER)
- CHICKEN (GRAVY)
- FISH CURRY
- PANEER (GRAVY)
- VEG (SEMI GRAVY)
- DAL (TADKA/ FRY)
- RICE (STEAM/ PULAO)

DESSERTS

ONLY TWO ITEMS
(ICE CREAM/ GULAB JAMUN/ GAJAR KA HALWA/ LAUKI KA HALWA)

COMMON

PAPAD, PICKLE, GREEN CHUTNEY