

THE CALCUTTA SWIMMING CLUB
SOP-GUEST ROOM

1. Tariff
 - (a) Room Rent- Rs 3000 plus Service Tax 12.36%

2. Booking Procedure
 - (a) By Members only in writing and advance payment of 50%.
 - (b) Incase of Reciprocal Members application also required to be authenticated/endorsed by concerned Club.
 - (c) Allotment on 'first come first served' basis.

3. During Check-in
 - (a) Guest to submit Member's reference details and personal identification proof.
 - (b) Room Reservation Register to be filled with details of the occupant (proof of address, mobile No and identification details).

4. (Facilities Provided)
 - (a) Complimentary Tea & Coffee arrangement available in the Rooms.
 - (b) Laundry
 - (c) All other facilities of the Club in accordance with the Club Rules.

5. During Check out
 - (a) Rooms to be checked before final bill preparation.
 - (b) All bills to be collected consolidated and final bill prepared.
 - (c) Dues required to be settled half & hour before checking out.

6. Cancellation & Refund
 - (a) Prior to seven days from the date of booking- 25% Room Rent will have to be paid.
 - (b) Less than 7days but more than 3days from date of booking- 50% of Room Rent will have to be paid.
 - (c) Less than 3days from date of booking- no refund.

4. Special Instruction
 - (a) Check-in & Check-out time is 12noon

- (b) Charges applicable for any damage to or loss in the room of Club's assets.
- (c) Consumption of food and liquor brought from outside prohibited.
- (d) Pets not permitted.
- (e) Visitor of Room Guest may only visit the Room on approval by the Reception.
- (f) Only lady visitors are not allowed to visit Rooms.
- (g) Any professional or business meeting or assembly in the Rooms is not permitted.
- (h) Club not responsible for loss of any cash or valuables from the Rooms.
- (i) Club's Dress Code applicable.
- (j) Club's Rule on parking Area applicable.