Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

From,

Mr. / Mrs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flat/ Shop No. \_\_\_\_\_\_\_\_\_\_\_

Society Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Society Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

The Chairman / Secretary

Society Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Society Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respected Sir,

**Subject: Request to use the Space in front of Society office.**

I, the undersigned, Mr. / Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am member of your society, residing in Flat / Shop No.\_\_\_\_\_\_\_,request you to please grant me permission to use the said space for Full/ Half day [Morning/ Evening]. The purpose and details are mentioned below.

**Purpose** **if Catering is considered [Tick ✔ as applicable]**

|  | Family Function |  | Catering-Readymade Food |
| --- | --- | --- | --- |
|  | Birthday Party |  | Catering-Cooking on the site |
|  | Cultural Programme |  |  |
|  | Furniture / Stone Cutting Work |  |  |

I also agree for the below mentioned T&C and would bear the miscellaneous charges towards cleaning ofthe space for the period of usage. Advance cheque is enclosed herewith.

Cheque No: \_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_ Drawn on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request you to please consider the same for approval.

Thanks & Regards

Yours Sincerely,

Members’ Signature

**Terms & Conditions:**

* Space rental charges Rs.1,500/- to be paid in advance.
* Use of space limited till 10pm.
* Music system is not allowed.
* Space should be clear of garbage by end of the day.

**=====================================================================================**

**For Official use:**

Inward No: OSA/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inward Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_