

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]
<input type="checkbox"/> Family Function	<input type="checkbox"/> Catering-Readymade Food	
<input type="checkbox"/> Birthday Party	<input type="checkbox"/> Catering-Cooking on the site	
<input type="checkbox"/> Cultural Programme		
<input type="checkbox"/> Furniture / Stone Cutting Work		

I also agree for the below mentioned T&C and would bear the miscellaneous charges towards cleaning of the 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.

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**For Official use:**

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

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

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

Authorised by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_