

# **BOOKING LETTER**

**Defence Housing Authority**  
Sector G Phase-V DHA  
Lahore Cantonment  
Telephone No. 35743462-4  
No. 675 / 5 /Sports  
Nov 2014

To:

Subject: **Booking of Stadium / Sports Complexes for Sports Events Only**

1. Booking of Sports Stadium / Complex has been done as per the details given below:-
  - a. Stadium / Sports Complex - **Sec L Phase I**
  - b. Dates: \_\_\_\_\_
  - c. Nature of Event / Sports Facilities Required: \_\_\_\_\_
2. In case of cancellation, sports branch DHA has to be informed 48 hours in advance. On cancellation, 25% of the deposited amount will be deducted and balance amount will be refunded. However, DHA has the right to cancel the booking without assigning any reason.
3. The cleanliness of the stadium will be done by the allottee within two hours just after the completion of the event.
4. All the terms and conditions mentioned on the reverse side of this letter have to be strictly adhered to / observed.
5. If coordination is required, officer in-charge stadium / sports complex may be contacted at telephone number 042-37176152.
6. In case of any emergency, please contact / visit "Security Branch" Office at Z Block under Water Tank (Telephone Numbers: 042-35723188, 042-35734785 & 9264078).

Copy to: Maint Branch  
Sports Br  
Office copy  
Security Supvr  
Customer copy  
Sports Supvr or Assistant Supvr

## **TERMS & CONDITIONS**

1. Following instructions will be strictly adhered / observed:--
  - a. Normal booking timings are from 08:00 AM to 04:00 PM. However, as a special case Director Sports may allow maximum upto 10:00 PM.
  - b. Booking individual / organization has to ensure following:-
    - (1) No digging / spoiling of grassy place.
    - (2) No canopy / marquee / tent etc can be installed at the grassy place.
    - (3) Food stalls are not allowed.
  - c. No vehicle is allowed to enter in the sports stadium / complex.
  - d. No music / band is allowed in the stadium / complex.
  - e. No TV coverage / advertisement activities like display of sponsor banners are allowed. However if the applicant is interested in media coverage / advertisement then the case shall be referred to DHA PR Br through Sports Br.
  - f. No event other than sports like birthday party, marriage party political gathering etc is allowed.
  - g. In case sound system is to be installed for announcement, the volume would be controlled in such a way the residents living around stadium / complex may not be disturbed.
  - h. The event should not hinder the members using the jogging track.
  - j. Only light refreshments are permitted but not the cooked food.
  - k. In case electric panels are used at night, then, Rupees 3000/- per per cat 1 and Rs 1000 cat 2&3 gr per hour shall be charged, which are also to be deposited with the booking fee.
  - l. 50% more charges for the gazetted holidays.
2. DHA Sports Branch has the right to cancel any booking without giving any reason.