

**POLICY FOR HOLDING PRIVATE PARTY IN THE ANNEX DINNING HALL**  
**BAF OFFICERS' MESS, DHAKA**

1. Annex Dinning Hall will be utilized for holding private party by the serving officers'. The Hall may also be utilized by the honorary and affiliated member of the mess for the same purpose.
2. The hall will be available for marriage anniversary, private family party, birthday party and for milad/kulkhani. Arranging engagement for wedding, Gae-Hajud (গায়ে হলুদ) and Wedding ceremony are not allowed.
3. The hall will be available for private party on Tuesday, Thursday, Friday and Saturday only. Monday will be reserved for official party. The hall will remain closed on Sunday and Wednesday for maintenance purpose. Only 01 party will be allowed per day.
4. Member are to endorse their names in the prescribed register available in the mess office at least 07 days prior to the program.
5. Prescribed party form which is available in the mess office, is to be filled up along with the guest list and it must reach Mess office minimum 05n days prior to the party.
6. If any member fails to submit the specific party application form 05 days prior to the date of party, it will be treated as cancellation of booking.
7. Max number of guests must not exceed 75(Seventy five).
8. Min 02(Two) and max 04(Four) mess waiters will be employed for a private party depending on the member of guests and as per decision of the mess committee.
9. Hall rent for each private party will be of Tk 500/=(Five hundred) only serving officers and Tk. 1500/-(One thousand and five hundred) only honorary/affiliated members.
10. The officer holding private party has to pay Tk.75/=(Seventy five) for employing each mess waiter and Tk. 5/-(Five) only for each guests as tips for cooks. Mess committee will distribute the tips amongst all the epmt involved in the party.

11. The officer is to give his/her demand about crockery/cutleries well in advance to the mess office. The officer will be charged for Frill and Bed Sheets as per prescribed washing charges and crockery/cutleries charge will be as of practiced charge of the mess for holding private party.

12. The officer holding private party will have the option of preparing food from the mess by paying charges as per mess regulations. However, he/she may avail the cooking facility of Falcon Hall decorator.

13. Civil Guests are allowed with decent dress for the private party. The hosting officer may ensure it.

14. The officer is to info to the mess authority min 05 days prior to the party about the particulars of any guest of the rank of Air Commodore and above or of same mil equivalent status civil dignitaries of high officials who are likely to attend the party.

15. Any retired armed forces officer or person whose membership has been rejected by Air force authority previously or those officers or persons who are not authorize to visit BAF installations or cantonment areas are not to be invited.

16. Making stage of any using loudspeaker, musical band or wall decoration inside the hall and in the hall is strictly prohibited. But board/balloons may be fixed with portable stands on the floor of the hall with care so that it does not damage the tiles floor or walls.

17. No civil guest is allowed to enter the dining hall or bar. The hosting officer is to ensure the compliance of the layout plan(Entry, exit and out of bound area) fixed in the hall.

18. Gate towards the swimming pool will be kept closed.

19. If any officer wants to cancel his/her booking, he/she must info it to mess office min 03 days prior to the party.

20. Officer holing the party will be responsible for any breach of mess discipline/destructions of mess properties.

21. Official party will get priority over private party.

22. For unavoidable circumstance, mess auth reserves the right to cancel the booking.

APPLICATION FORM FOR PRIVATE PARTY  
BAF OFFICERS' MESS, DHAKA

1. Officer's Particulars:

a. Rank & Name \_\_\_\_\_ b. BD No \_\_\_\_\_  
c. Unit \_\_\_\_\_ d. Mob/Tel No \_\_\_\_\_

2. Program's Particulars:

a. Reason of Program \_\_\_\_\_  
b. Date \_\_\_\_\_ c. Time \_\_\_\_\_  
e. No of Guests \_\_\_\_\_ d. Room/Facilities \_\_\_\_\_

3. Food/Menu:

4. Special Instructions (if any):

Date \_\_\_\_\_  
Sign \_\_\_\_\_  
Name \_\_\_\_\_  
Rank \_\_\_\_\_

5. Remarks of Mess Secy: Recom/Not Recom

Date \_\_\_\_\_  
Sign \_\_\_\_\_  
Name \_\_\_\_\_  
Rank \_\_\_\_\_

6. Remarks of PMC: Recom/Not Recom

Date \_\_\_\_\_  
Sign \_\_\_\_\_  
Name \_\_\_\_\_  
Rank \_\_\_\_\_

7. Approval by AOC: Approved/Not Approved

Date \_\_\_\_\_  
Sign \_\_\_\_\_  
Name \_\_\_\_\_  
Rank \_\_\_\_\_

LIST OF THE GUESTS

Ser No	Name of the Guest	Occupation	Relation	Remarks
1				
2				
3				
4				
5				
6				
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-				
75				

Date \_\_\_\_\_

Sign \_\_\_\_\_  
Name \_\_\_\_\_  
Rank \_\_\_\_\_  
Tel/Mob No \_\_\_\_\_