



**दक्षिण तट रेलवे खेल संघ, विशाखपट्टणम मंडल**  
**SOUTH COAST RAILWAY SPORTS ASSOCIATION, VISAKHAPATNAM DIVISION**  
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**APPLICATION FOR SHUTTLE BADMINTON/ TABLE TENNIS BOOKING**

*(With Undertaking to Abide by Terms & Conditions)*

**To**  
**The Sports Officer,**  
**S.Co.RSA, Visakhapatnam.**

**Sub:** Application for Booking of \_\_\_\_\_  
with Acceptance of Terms and Conditions

Respected Sir,

I, \_\_\_\_\_, in the capacity of Designation \_\_\_\_\_, and on behalf of \_\_\_\_\_, hereby submit this application for booking the indoor stadium (Shuttle Badminton / Table Tennis Hall) for the purpose of conducting a \_\_\_\_\_ on the below-mentioned dates and time:

**Event Details:**

- Event Name: \_\_\_\_\_
- Organizer: \_\_\_\_\_
- Proposed Date(s): \_\_\_\_\_ to \_\_\_\_\_
- Timings Requested: \_\_\_\_\_
- Nature of Event: \_\_\_\_\_
- Estimated Number of Participants: \_\_\_\_\_
- Contact No.: \_\_\_\_\_
- Sound System Required: [Yes / No — For Announcements Only]

**Undertaking & Acceptance of Conditions:**

We hereby unconditionally accept and undertake to abide by the following terms and conditions:

1. Usage Timing: We will strictly adhere to the permitted booking schedule as allotted by SCoRSA and will not use the hall beyond the approved time.
2. Penalty for Overtime: Any delay or overstay shall attract charges as per the prevailing SCoRSA tariff schedule.
3. Food & Beverages: No food or cooking activities are permitted inside the indoor hall. Only drinking water or permitted sports drinks may be used.
4. Sound & Music: Use of microphones or speakers shall be limited to brief announcements or commentary, within permissible sound levels and with prior approval.

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6. **Equipment & Setup:** We will not install or fix any banners, posters, or structures on walls, floors, or ceilings without permission. Only non-marking shoes will be worn inside the playing area.
7. **Damage Liability:** We accept full responsibility for any damage caused to the flooring, lights, nets, or other indoor equipment, and agree to pay assessed costs without dispute.
8. **Cleanliness & Maintenance:** We undertake to maintain cleanliness and ensure the hall is left in the same condition as before the event.
9. **Law & Order:** We will maintain discipline and decorum among players and spectators, and indemnify the authority against any disturbances or disputes arising during the event.
10. **Purpose Limitation:** The premises will be used strictly for badminton/table tennis or related sports activities only.
11. **Crowd & Access Control:** Entry shall be restricted to players, officials, and a limited number of spectators (not exceeding the permitted capacity).
12. **Misconduct & Penalties:** Any unruly behavior, violation of rules, or property damage by any player or attendee will attract penalties. Such penalties or damages may be recovered from the caution deposit without further notice.
13. **Non-Refundability & Rescheduling:** The booking fee is non-refundable. In case of administrative, maintenance, or weather-related cancellations, rescheduling may be permitted—subject to availability and management’s discretion.
14. **Power & Equipment Use:** The use of additional electrical appliances or lighting equipment will require prior written approval. Unauthorized equipment use is strictly prohibited.

We further undertake to cooperate fully with stadium authorities and staff, and to comply with all safety and facility regulations.

We kindly request confirmation of hall availability and approval of our booking as per the above terms. Thanking you for your consideration.

Yours sincerely,

*(Signature of the Applicant /  
Stamp of the Organization)*

**Enclosures:**

- Copy of ID Proof (any Government-issued ID) and/or Organization Letterhead
- Event Schedule (if applicable)
- Undertaking / Declaration (if required by management)



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SOUTH COAST RAILWAY SPORTS ASSOCIATION, VISAKHAPATNAM DIVISION

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**APPLICATION FOR CRICKET / FOOTBALL GROUND BOOKING**

*(With Undertaking to Abide by Terms & Conditions)*

To,  
The Sports Officer,  
S.Co.RSA, Visakhapatnam.

**Sub:** Application for Booking of .....  
with Acceptance of Terms and Conditions.

Respected Sir,

I, \_\_\_\_\_ in the capacity of  
Desig. \_\_\_\_\_, and on behalf of \_\_\_\_\_, hereby  
submit this application for booking the cricket ground for the purpose of conducting a  
\_\_\_\_\_ on the below-mentioned dates and time:

**Event Details:**

- Event Name: \_\_\_\_\_
- Organizer: \_\_\_\_\_
- Proposed Date(s): \_\_\_\_\_ to \_\_\_\_\_
- Timings Requested: \_\_\_\_\_
- Nature of Event: \_\_\_\_\_
- Estimated Number of Participants: \_\_\_\_\_
- Contact No: \_\_\_\_\_
- Additional Facilities Requested (if any): [e.g., Dressing Rooms / VIP Lounge / Nets, Scoreboard]
- Sound System Required: [Yes/No — For Commentary Only]

**Undertaking & Acceptance of Conditions:**

We hereby unconditionally accept and undertake to abide by the following terms and conditions:

1. **Usage Timing:** We will strictly adhere to the permitted usage time as per **SCoRSA permitting slot**, and will not use the ground or outfield beyond this period under any circumstances.
2. **Penalty for Overtime:** In case of any delay or violation, we undertake to pay the applicable penalty of **Rs. 3,000/- per hour**, including for any fraction of an hour, within **24 hours** of receiving demand via written notice, email, or WhatsApp.
3. **Food & Beverages:** No food or cooking activities will be allowed inside the ground. Only water and permitted health drinks will be provided during play. **No alcohol** will be brought into or consumed within the stadium at any time.
4. **Use of Stadium Facilities:** Any request for additional use of **dressing rooms, VIP lounges**, or similar amenities will be made in advance and paid for accordingly **within 24 hours** of demand.
5. **Sound Equipment:** No loudspeakers or sound systems will be used, except for **cricket commentary**, and only within permissible decibel levels and **with prior approval**.

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6. **Structural Restrictions:** We will not install any **tents, pandals, or temporary structures**, nor will we **dig or erect poles** in any part of the ground.
7. **Damage Liability:** We accept full responsibility for any **damage to the ground, fixtures, or facilities**, and will pay such amounts as assessed by the management or authorized assessing agency **without demur**.
8. **Law & Order:** We accept full responsibility for maintaining **law and order**, and will **indemnify the stadium authority** against any loss or damage arising from disturbances or crowd-related issues.
9. **Purpose Limitation:** The premises will be used strictly for **cricket or related sports purposes only**.
10. **Crowd Management:** The number of persons inside the stadium will **not exceed 100**. If higher attendance is required, we will obtain **prior written consent** and any necessary **permission from police and municipal authorities**.
11. **Advertising Permissions:** We shall obtain all applicable **licenses/approvals** for any proposed **advertising or promotional activity** within or around the stadium premises.
12. **Misconduct and Damage – Caution deposit Recovery:** We understand and agree that any misconduct, unruly behavior, violation of stadium rules, or damage to property by any player, official, or attendee associated with our event shall attract appropriate penalties. The stadium authority reserves the right to recover the cost of damages or penalties from the caution deposit paid by us, without the need for further notice. If the damages exceed the deposit amount, we undertake to pay the balance within 24 hours of demand.
13. **Non-Refundability & Rescheduling (Including Administrative Cancellations):** We understand and agree that the booking amount paid for ground usage is strictly non-refundable, even if the booking is cancelled by the stadium administration due to operational, maintenance, weather-related, or any other administrative reasons. However, in such cases, and subject to availability of alternate dates, the party may be permitted—at the sole discretion of the administration—to reschedule and utilise the ground on another mutually agreed date, without any additional booking charge. This shall be treated as an accommodation and not a right.
14. **Power Supply and Generator Use:** The stadium does not provide power supply for external use. Should the Organisers/Client require power, they may arrange for their own generator. However, the use of any generator or external power equipment inside the stadium premises is strictly subject to prior written permission from the stadium administration. Unauthorized use of generators or power equipment is prohibited.

We further undertake to leave the stadium in a clean and orderly condition after the event, and to extend full cooperation to stadium staff and ground personnel.

We kindly request confirmation of ground availability and approval of our booking on the above terms.

Thank you for your consideration.

Yours sincerely,

*(Signature of the Applicant /  
Stamp of the Organization)*

**Enclosures:**

- Copy of ID Proof (any Government-issued ID) and/or Organization Letterhead
- Event Schedule (if applicable)
- Undertaking / Declaration (if required by management)