



**CENTRAL GUJARAT CHAMBER OF
COMMERCE & INDUSTRIES**

**Vanijya Bhavan, Race Course,
Vadodara - 390007**
Phone: 0265-2335141, 0265-2335142
Email: info@cgcci.in, Website: www.cgcci.in

Form to rent Auditorium / Foyer Room / Conference Room

To,

Date: _____

Hon. Secretary,

CGCCI, Vanijya Bhavan,

Race Course, Vadodara - 390007

We request you to allot us the K. K. Vithani Auditorium / Foyer Room / CGCCI Conference Hall on Rent as per the current rates on _____ (Day and Date) at _____ (Time).

Name of Organization / Individual: _____

Address: _____

Contact Details: Office: _____

Mobile: _____ E-mail: _____

Responsible Person / Applicant's Name and Designation:

Contact Details: Office: _____

Mobile: _____ E-mail: _____

Event Details: _____

Event Date: _____ Time: _____



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Rent of Auditorium Hall (Total Seats 254)

Time	Tariff		Tariff on	
	Regular Days		Sundays and Public Holidays	
	Auditorium	Foyer Hall	Auditorium	Foyer Hall
Day time (3 hour slots) (Between 9:00 AM to 7:00 PM)	7000.00	2500.00	8000.00	3000.00
Evening time (3 hour slots) (Between 7:00 to 11:00 PM)	7500.00	2500.00	8500.00	3000.00
Day time Continuous 6 Hours	11000.00	4000.00	12000.00	5000.00
Additional each Hour	1500.00	750.00	1500.00	750.00
Deposit	15000.00	10000.00	17500.00	12000.00

- ❖ The above mentioned Deposit amount is for that particular time frame. If used for extra time will have to pay extra deposit accordingly.
- ❖ Only one extra hour will be allowed on a chargeable basis. If the time goes beyond that, slot charges will be levied. Additional hours to be allowed only if no further slots are booked.
- ❖ Administrative Expenses Rs. 1250/- + Light Bill + Service Tax 18% will be charged.
- ❖ Please issue cheque in favor of "Central Gujarat Chamber of Commerce and Industries"

Offered facilities:

- (1) Dias, Chairs, Podium
- (2) One mic on Podium and Two cordless mics



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Description of Conference Hall on Rent (Total Seats 50)

Time	Tariff Regular Days	Tariff on Sundays and Public Holidays
	Conference Hall	Conference Hall
3 hour slots between 8:00 AM and 11:00 PM	1000.00	2500.00
Full day (8 hour slot) Full day Deposit	2500.00 4000.00	6000.00 7000.00
Additional each Hour	400.00	700.00
Deposit	2500.00	5000.00

- ❖ The above mentioned Deposit amount is for that particular time frame. If used for extra time will have to pay extra deposit accordingly.
- ❖ Projector charges are extra. Projector rental is Rs 750 + GST for each 3 hour slot and Rs 1500 + GST for each 8 hour slot.
- ❖ Only one extra hour will be allowed on a chargeable basis. If the time goes beyond that, slot charges will be levied. Additional hours to be allowed only if no further slots are booked.
- ❖ Light Bill + Service Tax 18% will be charged.
- ❖ Please issue cheque in favor of "Central Gujarat Chamber of Commerce and Industries"
- ❖ Hall possession will be provided before half hour of the designated time and will be taken back within half hour after the completion of time after proper cleanliness.



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Rules

1. Use of Lift is only for Human beings. Any type of luggage or materials is not allowed in Lift.
2. Applicant - in person or as institute has to provide the ID Copy with the printed form at least 15 days prior to the event for Auditorium Hall/Conference Hall. Also Along with the application full amount of Deposit should be paid, without that application won't be accepted. Booking will be confirmed on a first come basis, that too after the cheque clearance.

Refund: Booking from 1st to 15th will be refunded on or after 16th date and from 16th to 31st will be refunded on or after 1st date.

3. Acceptance of application will be subject to the decision of CGCCI authorities. Authorities of CGCCI has full right to cancel the booking as per own needs with a notice of one week, no returns or loss would be paid. The decision of CGCCI would be final.

4. Any banner or board will be allowed after the receipt of rent for Auditorium Hall / Conference Hall is produced.

5. (1) In case the auditorium/conference hall is not to be used under any circumstances, the applicant shall inform in writing ten days before the date on which the hall is hired or booked.

(2) In cases where the applicant has to close the program due to uncontrollable reasons like natural calamity, unrest, the full amount will be refunded after the application of the applicant after proper reasons and facts are verified.

(3) Accidental power outage in auditorium hall or light, fan, AC, mic doesn't work, on that occasion, CGCCI shall have no liability and no refund of the booked fare will be given in such cases. In which the arrangement of the generator has to be done by the organization or the person renting the hall themselves.

(4) Circumstances in which CGCCI cancels the booking of the hall, in such situation the person / organization will get the full refund.

6. The organization or person using the Auditorium hall/Conference hall shall take care not to damage any of the items and furniture of the hall during their program and if any kind of damage occurs, it will be the responsibility of the organization or person hiring the hall. The amount of damage will be deducted from the amount of deposit paid by the organization or individual. If the amount of loss is more than the amount of deposit, then the said amount has to be compulsorily reimbursed by the organization or person renting the hall. For violation of this rule, the decision taken by CGCCI shall be binding on the hiring organization or individual.



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7. The Officer-in-Charge of the hall will have control over the use of the goods of each hall.
8. The program announced and the name of the institution will not be allowed to change. If it is known that any other organization or person has conducted any program other than the one declared, the name of that organization or person and the applicant will be blacklisted and the reservation along with the application will be forfeited.
9. Additional chairs will not be allowed in the hall beyond the capacity. Also, no change will be allowed in the arrangement of chairs, and more people than the seats in the hall will not be allowed to enter.
10. It is strictly prohibited to carry any kind of food or drink in the hall, the deposit of the organization or person who carries it will be confiscated.
11. Only vegetarian prepared lunch/dinner/snacks will be allowed to be served in the foyer hall outside the hall.
12. No cooking of any kind will be allowed.
13. The organization or the person renting the hall is responsible for License of entertainer, Police permission, Rules of State Government from time to time and following CGCCI rules. The license of the police commissioner and the certificate of the cultural board will have to be obtained by the hall renter. In case of violation or any legal action taken against it, the full responsibility will be borne by the hall hirer. A copy of the license/permission obtained must be submitted to the hall office before the program otherwise permission for the program will not be granted. The hall is not rented for events like weddings, receptions, sittings.
14. The staff associated with the hall and the officials of CGCCI has full authority to enter the program and do checking.
15. If there is a violation of copyright in a program organized by an organization or an individual in the hall, CGCCI will have no responsibility.
16. Regarding the matter of lights, fans, air-condition, etc. of the hall, the responsible officer of the hall should be contacted.
17. All stage arrangements have to be made by the applicant at their own expense.
18. The decision of the CGCCI on the interpretation of these rules and any matter arising therefrom shall be final.
19. If any kind of unprovoked criminal incident takes place in the program(s), then the full responsibility for the same shall lie with the hiring organization or person using the hall.
20. CGCCI shall not be responsible for any loss caused to the organization or person in the event of any unforeseen circumstances or accident during the use of the hall.



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21. On the day and time for which the hall has been booked, the institution or individual shall arrange to take their belongings immediately after completion of the program, failing which, the organization will leave the baggage outside the hall at the expense of institution or person and CGCCI will not be responsible for it.
22. The applicant organization or individual hiring the hall should inform the Commissioner of Police and seek the help of the traffic police. The expenses incurred for this will have to be borne by the organization or the individual himself.
23. Any type of decoration or display on the sides of the hall or on the hall can be done only with flowers.
24. Miniature light decoration or any similar decoration on the stage or other parts of the auditorium/conference hall is not allowed.
25. Only one banner of the applicant organization can be placed at the designated place of the main entrance.
26. It is strictly forbidden to bring or drink any prohibited items in the whole area of CGCCI. If any person enters the Hall with such prohibited items will be the wholesome responsibility of the Organizer and its management.
27. The organization or person hiring the hall will be responsible for arranging security staff including metal detectors and dress code for the safety of the audience.
28. In any case inviting more than 254/250 audience is prohibited.
29. There is a complete ban on experiments involving fire flames and explosive explosion experiments and smoke-emitting candles at any place in the entire complex.
30. To start and complete the program on time in every shift in any case keeping in mind the safety of the public. It is mandatory to close at 11.00 pm even in the last shift.
31. In addition to the rules of the hall, the applicant organization or person has to follow the above rules without fail, taking into account the location of the hall and keeping in mind the facilities and security of the audience. The above instructions have to be strictly implemented, otherwise the program will be forced to stop midway and no compensation will be given by confiscating the reservation.



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Special instructions:-

- Cancellation of booking:
 1. If the cancellation request is received prior to 7 days of the desired booking date then, 20% of the rental amount + service tax shall be deducted as cancellation charges and the balance amount will be refunded.
 2. If the cancellation request is received prior to 48 hrs of the desired booking date then, 50% of the rental amount + service tax shall be deducted as cancellation charges and the balance amount will be refunded.
 3. If cancellation request is received after that, no amount will be refunded
- Every organization/individual booking the auditorium will be allowed to put only 10 extra chairs in the hall apart from the 250 seating arrangement, therefore for more chairs the rent will be charged at Rs.50/- per article. The responsibility to bring and carry the extra chairs will be the responsibility of the booking organization/individual.

We have read the above mentioned rules carefully and ensure to strictly follow them completely.

Date:

Applicant's Signature

For Office Use Only

Auditorium/Foyer/Conference Hall Dated..... from
to hours is booked. The rent amount Rs. is
received by Cash/Cheque and Deposit amount Rs.
received in Cash/Cheque. `Date:

Booking Clerk