

EEPC India conference room hire agreement booking form

Area to be used: EEPC
India Conference Room at
Vanijya Bhavan, ITFC
building, Ground Floor, 1/1,
Wood Street, Kolkata – 700
016.

Date of Booking: (___ / ___ / ___)
DD MM YEAR

Description / Purpose of Hire:

Organization Name:

Contact Person

Name:

Designation:

Address:

Zip Code:

Tel No:

Fax No:

Mobile:

E-mail:

Regular Bookings

Day & Date required: _____
Time

Time from: to: Total Hrs:

Financials

- Rate for first 3 Hrs = Rs. 4000/-.
- Rate for hire of Conference Hall for every additional hour after first 3 Hrs = Rs. 1000/-. For usage beyond 6.00 pm extra charges @ Rs. 500/- per hour will apply over and above the regular charges.
- Rent payable for Annexe Room, if the hirer organizes Lunch / Dinner service = Rs.2500/-. No rent is payable for organizing Tea / Coffee, Water and Cookies service in Annexe Room.
- AV System hiring charges = Rs. 3500/-.
- GST @ 18% on aggregate.
- Security Deposit Amount (refundable) = Rs. 5000/-.

Terms & Conditions for hire of EEPC India Conference Room

1. The conference room shall be let out only to Trade Promotion Bodies and / or Chambers of Commerce or other such Trade Promotion Organizations or Government departments. The decision of EEPC India Management in this regard would be final.
2. The conference room will be opened and closed by a member of the staff of EEPC India, unless agreed otherwise.
3. The conference room is let on the understanding that EEPC India has the right of entry at any time to the area hired for inspection.
4. The times booked should be adhered to at all times or further charges will be applied.
5. The conference room will be available on and from 10.00 am and shall close at 06.00 pm. If any organization requires the conference room beyond 06.00 pm, then prior intimation has to be made to EEPC India and for which extra charges, over and above the usual charges, would apply @ Rs. 500/- per hour. The conference room will be made available 30 minutes before the booking time starts for setting-up.
6. The conference room is equipped with Audio Systems, Chairs, Tables and Fixtures. AV Systems could be made available / arranged at extra cost of Rs. 5,000/-.
7. All hirers must pay in advance the full booking charges (100%) along with the security deposit amount (refundable). No booking stands confirmed until and unless EEPC India receives the full booking charges and SD amount, as aforesaid.
8. All Catering, Beverages and Drink requirements are to be supplied by the empanelled caterers mentioned separately.
9. All hirers are to contact the above caterers directly for their requirements.
10. Food, Beverages and Drinks are to be served upon and consumed only at the designated area for this purpose. No food will be allowed inside the conference room. Only water bottles and candles could be placed on the tables inside conference room.

11. The hirer will not be allowed to use any nails and / or tapes on the walls of the conference room.

12. **Damage** – The hirer will be responsible for the cost of repairing for any damage caused, replacing fixtures or fittings lost or damaged, or for deep clean of the hired area in the event that unnecessary mess is caused. In the event the hirer does not repair and / or replaces and / or makes good of the damages caused, to the satisfaction of EEPC India, the Council shall have the right to apply the entire security deposit amount or part thereof for carrying out the repairs / replacements as may be required. In case the cost of damages caused is more than the security deposit amount, then EEPC India shall also have the right to claim the additional expenses on this account from the hirer.

13. **Conduct** – The hirer will be responsible for the proper conduct of persons using the conference room in question.

14. **Loss of property** – EEPC India does not accept responsibility or liability for any damage or loss of property of things that are placed and left upon the premises whilst the conference room is hired.

15. **Indemnity** – The hirer shall indemnify EEPC India and its officers / employees against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon conference room premises or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person.

16. Cancellation policy –

- a) If Cancellation request (in writing) is received 30 days before the event date, then the full amount will be returned;
- b) If Cancellation request (in writing) is received less than 30 days but more than or equal to 15 days before the event date, then 50% of the amounts will be returned;
- c) If Cancellation request (in writing) is received less than 15 days but more than or equal to 7 days before the event date, then 25% of the amounts will be returned;
- d) If Cancellation request (in writing) is received less than 7 days before the event date, then **NO AMOUNTS** will be returned.

17. Booking of the conference room is subject to the condition that it may be cancelled by the EEPC India Management at any time due to force-majeur circumstances or other compelling circumstances including Ministry / Government directives, which are beyond the control of EEPC India.

18. The Courts of Kolkata shall have the exclusive jurisdiction to try and determine any disputes that may arise in connection with the hiring of the EEPC India conference room in question.

The hirer organization namely _____ agrees to and accepts the above terms and conditions and appends signature on this document through their authorized signatory on this _____ day of _____, 20_____.

Full Name: _____ Signature: _____

Designation: _____ Organization Seal :

Details of Conferencing facilities:-

1. Hall name and location: **THE ASSEMBLAGE**, 1/1, Wood Street, Vanijya Bhawan, Ground floor.
2. Accommodation : 60 seating arrangements.
3. Audio & Visual arrangement : Speakers are available on the main inner seating arrangement. TV Display units are provided suitably for viewing. Laptop (to be brought by hirer) may be placed and connected on the LECTERN provided in the Hall.
4. Refreshment area : There is an annex to the Hall which is meant for refreshment and lunch/dinner. Service table is available in this room. This room has a toilet for use for the participants.
5. Sign Board : A TV Display unit is provided at the outside of the main sliding glass door where the name of the program may be displayed.
6. Backdrop: Provision for backdrop behind the head table on the wall specified for the purpose. Need to contact EEPC concerned person for its dimension, etc. For designing, preparing and putting in the right place in the conference hall, please contact vendor- Mr Sankar Rakshit: 9674179886.
7. Rates for hiring and photographs of the Conference Hall are available in the website: www.eepcindia.org in the Conference Hall under "Resources"
8. We only allow our empanelled caterers for serving the refreshment as well as the Lunch/Dinner. The details of the caterers are :-
 - a) Apollo Zipper India Ltd. (Owners of the Lalit Great Eastern Hotel, Kolkata) :
Mr. Sudip Sinha, Food and Beverage Manager - 9163329108
 - b) The Conclave : Ms Varsha Karunakaran - 9831219110
 - c) 6, Ballygunge Place : Mr Saurab Biswas - 9903975604
 - d) Annapurna Caterer : Rabindra Nath Das - 9830013996/9830023899
 - e) Hamsah Hospitality : Mrs Bipasa Mukherjee - 9830772699/9831074668
9. Lunch/Dinner and Tea/ coffee and cookies are served only in the annex.
10. Certain item which needs to be cooked/fried before serving may be done in the basement of the building.
11. There are not many parking places available. Please contact the concerned persons for parking.
12. Contact persons for booking and related activities: Mr Subir Choudhury, Sr. Asst. Director (P&A) : 9831522299 ; Mr D J Basu, Sr. Jt Director (P&A) 9836108659.