



Delhi Tourism & Transportation Development Corporation Ltd.
18-A, DDA Shopping-Cum-Office Complex Defence Colony
New Delhi – 110024

Instructions/Guidelines for the Applicants for booking of open spaces/various facilities of DTDC

1. For booking of DTDC Open Spaces, and other facilities One of the following is mandatory:

a.	PAN Card {In Case of Individual}	
b.	Adhar Card	
c.	Certificate of Incorporation / Registration in case of Companies/Firm/Organizatio n/NGO's/ Society	

2. For any event marriage purpose, booking as per Annexure can be done. Advance booking upto 120 days may be made. For booking from 31 days to 60 days in advance, double security deposit will be charged and from 61 days to 120 days advance booking triple security deposit will be charged. All other charges will remain same.
3. DTDC books the site in favour of the applicant for a specific purpose and has no dealing with Tentwala whatsoever and the onus of giving the vacant possession of the site to DTDC after the function lies on the applicant. In case this is violated, the applicant is liable to face appropriate strict action as in case of non-vacation it may lead to inconvenience to subsequent applicant.
4. The applicant is requested not to erect any permanent structure on the booking site which may not be dismantled within the period of booking otherwise the applicant will be penalized along with the cost of removal of structure.

5. In case of confirmation of booking, CHECK IN time will be 12.00 Noon of the date of commencement of booking and CHECK OUT time will be 12.00 Noon on the next day of the last booking date.
6. Applicant may seek the availability status of space of DTTDC by calling the following designated Project Incharges.

For CBD Shahdara & I.P Extension site in East Delhi

Ashok Gupta
Manager (Projects)
Delhi Tourism
(M) 9810547279
Email: ashokdelhitourism@yahoo.co.in

7. Application for as well as terms and conditions for booking of Open Spaces at CBD Shahdara and I.P. Extension can be seen on DTTDC website ww.delhitourism.gov.in.
8. All the required documents should be self attested and to be attached with the application form along with DD / Pay Order and Security Deposit in favor of DTTDC Ltd.
9. The duly filled application form and terms & conditions (hard copy) along with enclosure may be deposited at the following address

Shri Ashok Gupta
Manager Delhi Tourism
18-A, DDA, SCO Complex,
Defence Colony, New Delhi – 110 024
(M) 9810547279
10. Final confirmations/Cancellations will be given by the concerned Project In charge/Nodal Officer within a period of 7 days from the date of submission of application at DTTDC, HQ.
11. Applicant can book a particular open space and facilities by submitting duly filed applications form along with required documents and booking charges/ security deposit after confirming the availability from the project in-charge.

12. Project In-charge has also the power to cancel the booking on request of applicant. Refund in this case will be initiated by the Accounts Department of the concerned facility as under:-

i	Less than 30 days notice	No refund
ii	Notice period between 31 days to 45 days	25% refund
iii	Notice period above 45 days	50% refund
iv	No refund of Service Tax would be given in case of cancellation	

13. The Refund of the security deposit will be initiated automatically after 15 days of the function date provided no damage has been caused to the facility and garbage has been removed by the applicant and after receipt of report from the field staff.

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Terms and Conditions

1. The applicant will be responsible for maintenance of Law and Order.
2. License should be obtained from the Excise Department or from any other agencies authorized by the Excise Department by the applicant if alcoholic drinks are to be served in the function.
3. The use of loud speakers/D.J. would be allowed as per the direction of Supreme Court of India.
4. Generators would be allowed only if they are soundless/non-polluting.
5. Illumination on the trees and hedge shall not be allowed.
6. Pasting of bills or posters on boundary walls is strictly prohibited.
7. The stage properties should be fire proof. No open fire will be allowed in the premises (except outdoor kitchen).
8. No fire arms/weapons and Crackers will be allowed within the premises of the building.
9. Booking is neither transferable nor changeable.
10. DTDC will not be responsible for any damage/loss due to natural calamities.
11. If any booking is found fictitious or fraudulent, it will be cancelled forthwith and full user charges and the security amount will be forfeited.
12. For cooking only commercial LPG Gas Cylinder is to be used.
13. Parking arrangement will be made by the applicant at their own risk and cost.
14. In case of music concerts, event, festival, Circus all statutory permissions of Police, (Local Police, Traffic Police and Licensing branch), Delhi Fire Service, Electricity Department, and Excise

Department etc. must be obtained before hand by the applicant and a copy of the permission be made available to DTTDC.

15. It shall be the responsibility of the applicant to provide security arrangements, chemical toilets, valet service, fire fighting equipments, CCTV's etc. at the venue of the function.
16. It is the responsibility of the applicant to remove all the garbage's /tentage items or any other infrastructure brought to the site with in the time limit of the booking period failing which DTTDC will dededuct the following amount from the security deposit:
 - Rs. 10,000/- for CBD ground (Part A+B)
 - Rs. 5,000/- for CBD Ground Part A or Part B
 - Rs. 5,000/- for IP Extension Site.

In case of any dispute only Delhi Court will have jurisdiction.

I here by accept the above Terms & Conditions and under take to abide all of them.

Date
Signature of the Party
Name of the Party
Address

Telephone Numbers
E-mail id

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Delhi – 110024

(APPLICATION FORM)

- Application for booking of
- Date of filling application
1. Name of the applicant
 2. Complete address
 -
 -
 -
 3. Phone No.
 4. Date/dates for which booking
 - Is made
 5. Timings of function
 6. Purpose of booking
 7. Aadhar Card/Pan Card No.
 - (In case of Individual)
 8. Certificate of incorporation
 - {in case of companies/Firm/
Organization/NGO/Society
 9. I have gone through the terms and conditions mentioned above
and agree to abide by them.
- Date
- Signature of the Party
- Name of the Party
- Address
-
- Telephone Numbers
- E-mail id

Enclosures:-

1. Self attested copy of Adhaar card/ Pan no. in case of individuals.
2. Certificate of incorporation {in case of companies/Firm/Organization/NGO/Society.
3. Duly signed terms & conditions.
4. DD of booking charges and security deposit.