

**Delhi Tourism & Transportation Development Corporation Limited**

**Booking Form**

The Manager  
Dilli Haat, INA  
New Delhi

Dear Sir,

I/ We request that (Hall No. 1 / Hall No. 2 / Both hall no. 1 & 2/ Amphitheatre / Meeting Room) at Dilli Haat, INA may please be reserved for my/ our use on the following date and time.

Day(s) for which required ..... Date(s).....

Hours for which required from ..... to .....

Nature of Function: .....

Starting time ..... to .....

Is the admission by invitation or by sale of tickets? .....

Entertainment Tax, as applicable, payable or not? .....

I/We have read the terms and conditions governing the reservation and agree to abide by them fully and shall be bound by them. I/We deposit the sum of Rs..... as charges and Rs..... as security in cash / Bank draft / Banker's cheque in favour of Delhi Tourism & Transportation Development Corporation. In the event of our booking being cancelled or postponed / preponed by me /us, I/We will pay the prescribed cancellation/postponement/preponements charges as per rules.

Thanking you,

Yours faithfully,

(Signature)

**Name(In block letters).....**

**Designation.....**

**Name of the party .....**

**Address.....**

**Phone no.....**

**Mobile.....**

**Details of Proof of residence/**

**Company**

**attached.....**

**Encl. Terms & Conditions**

## Terms & conditions

1.	<b>The use of the halls will be available for the following purposes on first come first serve basis subject to fulfillment of other condition: -</b>			
	<ul style="list-style-type: none"> <li>• Exhibition (Commercial/ Non commercial)</li> <li>• Conferences / work shop/ Seminars/School Functions</li> <li>• Performing Art / music and dance shows competition etc.</li> <li>• Social events/ Birthday parties / Kitty parties (not for marriages)</li> </ul>			
2.	<b>Availability &amp; Rental Charges.</b>			
	Halls will be available between 8.00 am to 10.00 pm which are to <b>be</b> vacated in any by 12.00 mid night.			
	Period	(DH,INA) Hall No.1/2 (in Rs.)	(DH, INA) Hall No. 1 & 2 (in Rs.)	(DH, INA) Meeting Room (in Rs.)
	Monday to Friday	10,000.00	15,000.00	3,000.00
	Saturday & Sunday	15,000.00	25,000.00	4,000.00
	1. Amphitheatre – Monday to Friday – Rs. 5,000/- Saturday and Sunday – Rs. 7,500/-			
	1. Service tax / other taxes as applicable from time to time will <b>be</b> levied in addition to the rentals as applicable.			
	2. Entry of visitors will <b>be</b> only against purchase of entry tickets prescribed for Dilli Haat, INA.			
	3. An amount of Rs. 10,000/- will be payable as security deposit (Refundable) at the time of booking of the space / venue along with the full amount of rentals. Security shall <b>be</b> refunded after adjustment of the cost of repair on account of any damages caused due to the negligence on the part of the party, their guests or services provider, if any. The amount payable of this account will <b>be</b> determined by the DTTDC and its decision will be binding on the party.			
	4. Extra charges will <b>be</b> payable @. Rs. 2,000/- per hour after 10.00 P.M.			
	5. 100% charges must <b>be</b> paid in cash or by demand draft in favour of Delhi Tourism & Transportation Development Corporation.			
	6. No booking will <b>be</b> treated as confirmed unless the amount is paid in full.			
	7. DTTDC <b>reserve</b> the rights to revise the rental charges at any time without assigning any reason.			
3.	<b>Cancellation</b> The schedule for cancellation/ postponement charges will <b>be</b> as follow:-			
	<b>Period</b>	<b>Cancellation</b>	<b>Postponement/ Preponement</b>	
	3 months or more before the function	5%	Nil	
	2 months or more before the function	10%	05%	
	1 month or more before the function	25%	10%	
	15 days or more before the function	40%	25%	
	07 days or more before the function	75%	50%	
	<b>Less</b> then 07 days before the function	100%	<u>75%</u>	

- ❖ **Postponement/Preponement would be subject to the availability of the space.**

## Other Conditions

- ✚ The Halls / Amphitheatre/Meeting Room will be allotted on production of an application duly disclosing the details of the person requisitioning the booking (along with an authentic residence proof) in the requisite Proforma with a consent to follow the Rules of allotment stated in the policy.
- ✚ Halls/Amphitheatre/Meeting Room would be allotted on a first cum first serve basis. However, in case of govt. function priority would be given to the Government organization ahead of private functions.
- ✚ The right to refuse booking of space will be at the sole discretion of DTTDC. **Mere** submission of application does not imply that space would be made available to the applicant.
- ✚ Due to unforeseen circumstances, allotments made by DTTDC at Dilli Haat, INA may be cancelled / withdrawn/ changed without any prior notice.
- ✚ All programme properties must be fire proof. Fire / cooking shall not be allowed with in the halls. Only pre-cooked Food items will be allowed to be served.
- ✚ Any kind of gambling shall not be allowed any where in Dilli Haat. In case of any violation the security money will be forfeited besides cancellation of booking.
- ✚ The party concerned shall ensure safety and security of their guests and their belongings etc.
- ✚ It would be the responsibility of the party concerned to seek permissions if any from the local bodies, Delhi Police, Traffic, fire, PPL licensing authorities, Excise etc., wherever required. The party will be responsible for maintenance of law and order, traffic control etc.
- ✚ It would be the responsibility of the party concerned to pay all the taxes, duties etc. associated with the booking of the space.
- ✚ The party concern will ensure that the grass and the flowers around the venue are not damaged by such activities.
- ✚ Party concerned would be required to follow all the rules and regulations of Govt. of Delhi, local bodies, Delhi Fire Service, Delhi Police, Excise Deptt. etc. connected with the booking of space / facility.
- ✚ Usage of sound system would not be permitted after 10.00 pm and the applicable rules of the GNCTD with regards to the permissible sound level shall be applied.

- ✚ Posters / Banners of publicity will not be allowed to be stuck on any portion of the halls / Amphitheatre using any kind of material. If it is necessary, independent boards, panels, display units should be used without seeking the support of the walls, roof, doors and any other fixation at the venue, which shall be arranged by the party concerned on their own cost and effect and with prior permission and at the place specified.
  
- ✚ The Dilli Haat shall make no extra staff available for the programmes to be arranged by the party.
  
- ✚ The corporation shall not be responsible for suspension of any programmes at the intervention of any statutory organizations on account of non-seeking any permissions statutorily required.
  
- ✚ The Halls will be given on "as is where is basis" and no additional equipments will be provided Amphitheatre/Meeting Room by the DTTDC. The DTTDC will not be liable for any loss if the party cannot use the premises due to failure of electricity, riots, fire, strike, earthquake, an act of war or an act of God. The Dilli Haat will not be responsible for any short falls for sudden failure of Air-conditioning for any technical faults or any reasons beyond the control of management.
  
- ✚ For extra lighting and power requirement, the party will be required to bring its own silent generators.
  
- ✚ The rules as applicable on the date of the show would however apply. The DTTDC reserves the right to cancel the booking at any time without assigning any reason.
  
- ✚ The party would be responsible for removal of the garbage from the allotted premises and provision of the house keeping arrangements would be the responsibility of the party.

Full Name & Telephone No.....

Signature of the booking party .....