

Delhi Tourism & Transportation Development Corporation Limited

Booking Form

The Manager
Dilli Haat, Pitam Pura
New Delhi

Dear Sir,

I/ We request that (Hall No. 1 / Hall No. 2 / Hall No. 3 / Amphitheatre) at Dilli Haat, Pitampura 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.	The use of the halls will be available for the following purposes on first come first serve basis subject to fulfillment of other condition: -			
	<ul style="list-style-type: none"> • Exhibition (Commercial/ Non commercial) • Conferences / work shop/ Seminars/School Functions • Performing Art / music and dance shows competition etc. • Social events/ Birthday parties / Kitty parties (not for marriages) 			
2.	Availability & Rental Charges.			
	Halls will be available between 8.00 am to 10.00 pm which are to be vacated in any case by 12.00 mid night.			
	Period	(DHPP) Hall No.1 Maximum Capacity 150 Persons (in Rs.)	(DHPP) Hall No. 2 Maximum capacity 100 persons (in Rs.)	(DHPP) Hall No.3 Maximum capacity 80 persons (in Rs.)
	Monday to Friday	15,000.00	12,500.00	10,000.00
	Saturday & Sunday	20,000.00	15,000.00	12,500.00
	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 be levied in addition to the rentals as applicable.			
	2. Entry of visitors will be only against purchase of entry tickets prescribed for Dilli Haat, Pitam pura.			
	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 be 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 be determined by the DTTDC and its decision will be binding on the party.			
	4. Extra charges will be payable @. Rs. 2,000/- per hour after 10.00 P.M.			
	5. 100% charges must be paid in cash or by demand draft in favour of Delhi Tourism & Transportation Development Corporation.			
	6. No booking will be treated as confirmed unless the amount is paid in full.			
	7. DTTDC reserve the rights to revise the rental charges at any time without assigning any reason.			
3.	Cancellation The schedule for cancellation/ postponement charges will be as follow:-			
	Period	Cancellation	Postponement/ Preponement	
	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%	
	Less than 07 days before the function	100%	75%	

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

Other Conditions

- ✚ The Halls / Amphitheatre will be allotted on production of an application duly disclosing the details of the person requisitioning the booking (along with an authentically residence proof) in the requisite Proforma with a consent to follow the Rules of allotment stated in the policy.
- ✚ Halls/Amphitheatre 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 Pitampura Dilli Haat 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.
- ✚ No vehicle will be allowed inside the front plaza, compounds or just opposite the entrances.
- ✚ 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/Amphitheatre will be given on "as is where is basis" and no additional equipments will be provided 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, the party will be required to bring its own silent generator.
- ✚ 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 provisions of the house keeping arrangements would be the responsibility of the party.

Full Name & Telephone No.....

Signature of the booking party