

**TERMS & CONDITIONS OF CONTRACT FOR USE OF CONVENTION CENTRE
FACILITIES / OPEN EXHIBITION GROUND IN SCIENCE CITY, KOLKATA**

Purpose for allotment of Convention Centre facilities of Science City

Science City's Convention Centre is permitted for holding of scientific conventions, educational meetings of corporate bodies, annual functions of schools, seminars & educational workshops, training programmes, programmes relating to under privileged/backward children etc. of local schools, institutions, NGOs and corporate bodies and various functions of State & Central Government organisations.

Terms & Conditions

Terms & Conditions for use of the Convention Centre facilities/open exhibition ground in Science City, Kolkata.

Please Note:- The booking will be confirmed only after receiving 'No Objection Certificate' from the Office of **The Joint Commissioner of Police (Hqrs.), Kolkata Police** well in advance from the date of programme due to security reasons for programmes in Main Auditorium and exhibition ground.

1. The convention centre facilities/open exhibition ground can be used only on advance payment within the stipulated date indicated in the letter of booking of prescribed service & maintenance charges and security deposit of convention centre/open exhibition ground in full and for the purpose for which it has been booked.
2. The convention centre facilities, comprising Main Auditorium, Mini Auditorium and eight Seminar Halls and open exhibition ground are available for use only by scientific, cultural, seminars & workshops, educational fairs of various organisations of repute. Convention Centre facilities can also be used for holding of art or culture programme, doctors' conference, educational press conferences, trainings/workshops of companies or organisations/associations or other business houses; launching/promoting of books/book fairs, programmes related to performing arts viz. music, dance, educational film, theatre, yatra, magic show, puppet show, mime etc.
3. Convention Centre is not available for social (private use) programmes such as marriage, reception or similar activities, or for political meetings.
4. Necessary permission from **Amusement Tax Office of KMC and other statutory authorities, viz. Indian Performing Right Society, PPL, RMPL, Novex Communications Private Limited (NOVEX) etc.** for holding the programme in convention centre shall be obtained by the party and must be submitted to Science City, Kolkata seven days before the date of the programme and shall keep Science City indemnified against any loss, compensation, damages sustained due to non-compliance of such statutory requirements by the party. ***In the event of non-receipt of required statutory permission/clearances, Science City reserves the right to cancel the allotment of booking and in such case the maintenance & service charges will be deducted as per the cancellation policy of Science City (clause No. 21).***

5. Entry of participants/audience/invitees to the convention centre facilities shall be strictly restricted to its optimum capacity or SoP issued by the Govt. from time to time.
6. The maximum seating capacity of Main Auditorium, Mini Auditorium and Seminar Halls are 2232, 387 and 588 (all seminar halls together) respectively. **For all programmes, the organizers shall be responsible for ensuring that no audience/spectator over and above the figures mentioned above are allowed entry inside the Main Auditorium, Mini Auditorium, failing which Science City authorities shall be at liberty to disallow continuance/starting of the programme. The restriction is to be meticulously followed for reasons of safety and security of the audience and auditoria.**
7. No food or drink is allowed inside any of the auditoria or seminar halls. Tea/coffee/cold drinks/snacks can be served only from the nearby Kiosks or in the foyer of the Seminar Hall. Catering/vending of food or hot and cold beverages is allowed only in certain earmarked places. Tobacco/Cigarette/Liquor/Alcohol is totally prohibited and it is not allowed to be served or consumed inside Science City campus. **Food/Hot beverages/ cold drinks and ice-creams etc. required to be consumed can only be served at earmarked dining places in Convention Centre Complex of Science City by any good quality F&B vendor after registration with Science City. If any F&B service provider is found serving food packets outside the Convention Centre or within 200 meters of Science City premises their registration will be cancelled for any further service in Science City. The loss of revenue to Science City will be recovered from the Security deposit of organiser and no further booking for such organizers will be considered in Science City.**

Food vendors of Science City or their associates are not allowed to serve any food to the audience of Convention Centre facilities at the locations other than those provided to them by Science City Convention Centre for this purpose. In case of any violation, their registration is liable to be cancelled and SD will be forfeited.
8. Lighting of fire on the stage of the auditoria and seminar halls or using any chemicals which may cause fire, smoke or high intensity sound is strictly prohibited and no equipment for such usage shall be used on the stage. However, Science City authority reserves the right to decide such cases for review.
9. No additional light fittings over and above those already existing in the set up of the convention centre can be used unless prior permission in writing is obtained from the competent authority of Science City. In case of requirement of additional facilities like lighting arrangement, sound systems etc. *Convention Centre Booking Office* of Science City may be contacted well in advance but not less than seven days prior to the date on which the programme in convention centre is scheduled. Copies of work order (if any) awarded to agencies for carrying out additional works with proposed safety protection must be submitted to Science City at least three days before the date of the programme.
10. No equipment, control system etc. belonging to Science City should be handled by anyone other than the personnel deployed by Science City for this purpose. However, if handling of lighting or audio control system by the authorized representative of the organization is absolutely essential for a particular programme, it can be allowed only with prior permission of the competent authority of Science City.

11. Any loss or damage caused for mishandling of the furniture, equipment, fittings, lighting/audio systems, Stage etc. shall be fully and financially compensated to Science City. The technical & financial assessment of such damage/destruction to the property of Science City by the authority of Science City shall be final and binding on the organizer of the event/programmes and in case of loss or damage, the Security deposit amount will be refunded only after rectifying the loss or damage as per the satisfaction of the Science City authority.
12. Possession of the Auditoria/Seminar Halls to the organizer will be given only an hour before the start of the booking time and it must be vacated within an hour after end of the booking time, failing which proportionate service and maintenance charges shall be deducted from the security deposit for extra period of use at the appropriate rate.
13. Booking time cannot be extended unless prior permission is obtained from the authorized official of Science City on duty. **The additional charge towards usage of Main Auditorium, Mini Auditorium and Seminar Halls on the day of the event beyond the bookings timings shall be deducted from the Security Deposit amount.** However, extension may not be possible due to logistic problems unless it is requisitioned in advance in writing, not less than one hour prior to the end of scheduled booking time.
14. Any unforeseen disruption of electric supply or failure of air-conditioning system or malfunctioning of any equipment or services which is beyond the reasonable control of Science City shall not confer the party any right to get refund of service charges or any compensation or damages whatsoever. **In case of any temporary disruption of CESC's power supply, utmost effort will be made to supply power through the standby generator for operating the lighting and sound system only. No air-conditioning facility can be provided during load shedding or during the period of power disruption.**
15. No banners/posters shall be displayed at places other than those earmarked for this purpose. However if additional **banners/posters/gates/standees** are required to be displayed/erected in places other than earmarked places, these will be **charged extra as per approved rates** of Science City. **The content of the branding/banners/advertisement materials shall require approval by Science City authorities well in advance before display. It is needless to mention that branding of tobacco products and alcohol including surrogate advertisements etc. are prohibited inside the Science City campus being a prime public place.**
16. Seat nos. **D 23 to D 37** in Main Auditorium and **C 16 to C 20** in Mini Auditorium are reserved exclusively for Science City.
17. **For security reasons no baggage or eatables are allowed inside the auditoria and seminar halls.**
18. **Usage of Plastic and Polythene bags inside the convention centre is strictly prohibited and the same shall be prominently mentioned on tickets/Invitation cards of the programmes.**
19. Postponement/Preponement i.e. change of date of confirmed booking subject to availability of date & time will be allowed for one occasion only without any extra charges **for the same facility only provided such request of postponement is received at least 30 days prior to date of the**

programme. However if it is for more than one occasion the Postponement/Preponement will be charged as detailed below.

Postponement/Preponement policy applicable to organizers for the Convention Centre facilities / Open Ground.

Sl	Postponement/ Preponement prior to the date of programme or Actual use of the Convention Centre	Percentage of Postponement/ Preponement charges to be paid additionally
1.	More than 30 days	NIL for First occasion 10% from next postponement
2.	30 th day to 16 th day	10 %
3.	15 th day to 7 th day	15 %
4.	Less than 7 days	25 %

20. If an Event of Force Majeure occurs and its effect disrupts the normal usage of the convention centre facilities and is beyond the control of either party, be it Science City, Kolkata or the organisers a full refund of the advance amount shall be initiated after due consideration by the Science City authority.
21. For **cancellation** of booking of convention centre facilities/open exhibition ground after paying advance service and maintenance charges, appropriate amount shall be refunded by Science City to the person/agency concerned, after deducting cancellation charges as detailed below:

Cancellation Policy applicable to organizers in the Convention Centre facilities/ Open Ground.

Sl.No	Cancellation prior to the date of programme or actual use of the Convention Centre	Percentage of Cancellation charges to be deducted
1.	More than 30 days	15 %
2.	30 th day to 16 th day	30 %
3.	15 th day to 7 th day	50 %
4.	Less than 7 days	75 %

22. Goods & Service Tax: GST on estimated amount or Final bill once deposited to Science City shall be remitted by Science City to the concerned authority and shall under no circumstances refunded due to cancellation/curtailment or postponement/ preponement of the programme.
23. Service and maintenance charges for use of convention centre facilities/open exhibition ground in full must be deposited through demand draft/pay order drawn in favour of '**Science City, Kolkata**' payable at Kolkata or through NEFT to Savings Bank A/C No. **50100305506308, HDFC Bank Limited, Statesman House Branch, IFSC Code HDFC0001303, Branch Code 1303.**
24. All the materials/boxes/baggage etc. if brought at site for programmes are subject to screening and checking by security deployed by Science City and signed copy of the respective challans are to be submitted to Security Department of Science City. The counter signed challans will be treated as Gate pass after the programme. No materials whatsoever shall be allowed to be kept inside the premises of Science City, Kolkata after the programme. The Science City shall not be responsible for any unclaimed items after the programme.
25. Photo Identity Cards have to be issued to personnel who would be working on behalf of the organizers of the event/programme. Such personnel have to be authorized by the organisers and a list of the personnel so authorized with all details has to be submitted to Science City at least seven days before the programme.
26. No infringement of any copyright is permitted. Any infringement shall be at the sole risk of the organizer, Science City is not aware, nor has any reasonable ground for believing that any violation of any copy right shall be made. The organizer shall keep Science City safe, harmless and indemnified in this regard.
27. It may please be noted that the terms and conditions for use of Convention Centre facility in Science City Kolkata may be revised from time to time and the same will be applicable to the organisers as well. In case of revision of service and maintenance charges and imposition of any statutory taxes by the Central/State Government, organisers are liable to pay the difference based on the rates prevailing at the time of actual use of Convention Centre facilities by the organisers.
28. For all programmes, the organizers shall be responsible for ensuring that all the entry and exit gates inside and outside the Main Auditorium, Mini Auditorium, and Seminar Halls should be kept free for safety and security reasons. Moreover, **no electrical and other gadgets including video cameras with tripod are allowed to be kept on the pathways of the Main Auditorium, Mini Auditorium.** All these items are to be kept at the designated place inside the Main Auditorium and Mini Auditorium which will be shown by the authorized official of Science City. No request to place these items on the pathways and near the entry and exit gates of Main Auditorium and Mini Auditorium shall be entertained. In case of hangers are to be erected in the Exhibition ground sufficient fire exit needs to be provided and sufficient fire safety equipment should also be provided/arranged by the Organisers.

- 29. In case of requirement of **bulk parking**, advance information may please be forwarded and full payment in this regard has to be made separately in advance. The agency will be responsible for providing parking stickers of different colours duly Authenticated/stamped by Science City Authority to its guests.
 - 30. **Payment for booking:**
 - (a) Within three months prior to the date of use : **100% of total charges**
 - (b) Beyond three months prior to the date of use : **40%** of total charges and balance amount shall be paid prior to 90 days before the programme.
- Science City reserves the right to cancel the booking if payment is not remitted as stipulated above.**
- 31. **Science City authorities reserve the right to refuse or cancel permission for use of the facilities by any organisation without assigning any reason.**
 - 32. **Science City authorities reserve the right to admission.**
 - 33. **Drone Cameras are not allowed inside Science City premises.**

I have read, understood and accepted the above terms & conditions stated from Sl. No. 1 to 33.

Date:- _____
Place:- _____
Phone:- _____
Email:- _____

Signature of the authorized person of the organizer of the event affixing official rubber stamp