

**FORM OF APPLICATION FOR BOOKING OF COMMUNITY CENTRE-II  
AT ACTION AREA II (NEAR AKANKHA MORE), NEW TOWN KOLKATA**

To  
The Chief Executive Officer,  
New Town Kolkata Development Authority,  
DG-13, Premisses No.04-3333, AA-ID  
New own Kolkata,  
Kolkata-700156.

Sir,

I, Sri/Smt. .... intend to book following  
utilities at **COMMUNITY CENTRE-II** at Action Area II (Please Tick).

- a) AC Banquet Hall at First Floor.
- b) AC Banquet Hall at Second Floor.
- c) Terrace including 1 Room and Toilet.
- d) Mini Hall (AC) (Back Side)
- e) Open Stage/Amphitheatre and Lawn/ Ground.

My Particulars are furnished below-

- 1. NAME .....
- 2. ADDRESS .....  
.....
- 3. MOBILE NO./ LAND LINE NO. ....
- 4. PURPOSE OF BOOKING.....
- 5. DATE/ DATES OF BOOKING .....
- 6. TOTAL NUMBER OF DAYS .....
- 7. ESTIMATED NUMBER OF INVITEE .....
- 8. PROOF OF IDENTITY SUBMITTED (Self-attested copy): AADHAAR/ EPIC

I SHALL ABIDE BY ALL THE TERMS & CONDITIONS OF THE NEW TOWN KOLKATA  
DEVELOPMENT AUTHORITY PREVAILING ON THE DATE FOR BOOKING.

**Yours sincerely,**

**Date:**

**Full Signature of the Applicant**

**Annexure**

**RATE OF HIRING CHARGES OF DIFFERENT UTILITIES OF COMMUNITY CENTRE-II AT NKDA**

Sl. No.	Particulars of Utility	Rate Per Day + GST	Additional Electric Arrangement	Security Deposit
01	AC Banquet Hall at First Floor including 2 Rooms, Toilet Block, Kitchen, Pantry Area (6010 Sq. Ft.)	Rs.72,000/- + GST	Basic Electrical arrangement is present. For extra decorative, lighting charges extra.	Rs.15,000/-
02	AC Banquet Hall at 2nd Floor including 2 Rooms, Toilet Block, Kitchen, Pantry Area (6010 Sq. Ft.)	Rs 72,000/- + GST	Basic Electrical arrangement is present. For extra decorative, lighting charges extra be made.	Rs 15,000/-
03	Terrace including 1 Room, Toilet (5,709 Sq. Ft.)	Rs 40,000/- + GST	Basic Electrical arrangement is present. For extra decorative, lighting charges extra.	Rs 10,000/-
04	Mini Hall at Mezzanine floor (Back side) (760 Sq. Ft.)	Rs 11,000/- + GST	Basic Electrical arrangement is present. For extra decorative, lighting charges extra.	Rs 5,000/-
05	Open Stage/ Amphitheatre (870 Sq. Ft) Lawn/Ground (9415 Sq. Ft.) Covered Stage of Double Height & Space in front (4640 Sq. Ft.)	Rs 35,000/- + GST	Basic Electrical arrangement is present. For extra decorative, lighting charges extra.	Rs 10,000/-

## Terms and conditions

1. For the Purpose of Confirmation of booking of a utility at any venue, the intending User has to submit an application in '**Prescribed Form**' in the NKDA Office at any working day or send an email at [ceonkda@gmail.com](mailto:ceonkda@gmail.com) along with application in the '**Prescribed Form**' duly filled up. For details contact: 8373831053.

2. Tariff and Security Deposit is to be paid as per the rate Chart.

### 3. Cancellation policy.

Time frame for cancellation of Booking	Deduction (Percentage of User Fees)
Before 01 month from the date of commencement of programme	10%
Before 15 days from the date of commencement of programme	15%
Before 07 days from the date of commencement of programme	25%
Within 07 days from the date of commencement of programme	50%
On or after scheduled date of programme	Full Booking Amount

4. Community Centre Timings: **Morning 8:00 a.m.- 6:00 a.m.** next day.

5. Restrict the usage within the particular area booked within Community Centre premises.

6. Damage repair charges will be evaluated as per present market value & to be deducted from the security deposit.

7. Management is not responsible for any mishap, natural calamities and theft.

8. Music system playing time: 5 p.m.- 10 p.m. sharp. **Sound limit is 65 Decibels.**

9. Littering is strictly prohibited within the Community Centre premises.

10. Smoking, spitting of pan, gutkha or others tobacco products strictly prohibited.

11. No animals and pets are permitted in the premises.

12. Firearms and weapons are not allowed in the premises.

13. Firecrackers are not allowed. Cooking is to be made in earmarked place only.

14. User and vendors engaged by the user shall be fully responsible for all damages and liabilities Including but not limited to the building, carpeting and other furnishing, the damage repair cost of which shall be evaluated as per the present market value and deducted from the security deposit.

15. The User will be responsible for any damage caused by the vendors engaged by the User.

16. The User shall clean the wastage and clear car parking area within the day.

17. The generator hired by the User, if any, must be soundproof green generator.

18. All **Covid protocols** are to be followed strictly.

**Date:**

**Signature of the Applicant**