NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)
Plot No. DG/13, Premises No. 04-3333, Action Area-ID,
New Town, Kolkata - 700156

Terms and conditions

1.Citizens can apply in online mode for booking requests one (1) year in advance.

2. Regarding identity proof applicant has to upload both PAN and Epic during application.For NRI applicant only copy of passport to be uploaded mandatory.

3. Using one **ID** no application will be accepted further for the period next one (1) year.

4.NKDA reserves the rigth to cancel the booking at any point of the time on the ground of:-
(a) Natural Calamity.
(b) Due to any technical issues arises (Electricity etc.)
(c)Administrative ground.
In those cases, booking charges including **Applicable GST** and **Security Deposit** will be refunded.

5.During application, applicant has to pay 10% of the booking fees as booking charge (except Guest Room of New Town Business Club).

6.After Submission of application and prior to approval of application:-
(a) In case citizen wants to cancel the booking, 10% booking fees will be forfeited.
(b) In case NKDA cancelled the booking, **10%** booking fee will be refunded to the applicant.
(c) Booking will be cancelled if it is found at the time of scrutiny that booking is done on fraudulent manner.
In that case application will be rejected and **10%** booking fee will be forfeited. Moreover, such ID will be blocked to prevent further application in future.

7.Payment Schedule:

Sl No	Subject	Deposit Schedule
1	On Application of booking	**10%** of booking amount (Excluding **GST & Security . Deposit**)
2	After approval of booking application	Balance **90%** payment including **GST** of entire booking amount & **Security Deposit** to be made within **72 hrs.**

8.In case the applicants fail to pay the rest of booking amount within **72 hrs.** then booking fees will be forfeited and the booking will be cancelled automatically and made available for booking for other users / public.

9. In the booking system no pencil booking will be allotted. Only booking of dates will be done in case of any event organized by NKDA or any Government Department.

10.Security Deposit will be refunded after the end of the event and on the basis of submission of online request. If applicant wants to avail **TDS** then **Form - 16** is to be uploaded for releasing the **Security Deposit** money.

11.Cancellation policy of booking by applicant after confirmation of booking will as follows:-

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 programme	50%
On or after scheduled date of programme	Full Booking Amount

The Refund amount will be exclusives of **GST**.

12.Picnic Spot Timings: Morning **7:00 A.M — 5:00 P.M**.

13.Restrict the usage within the particular area booked with Picnic Spot Premises

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

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

16.Music system playing time: **5 P.M. to 10 P.M.** sharp. **Sound limit is 65 Decibels**

17.Littering is strictly prohibited within the Picnic Spot Premises, if found spot fine of Rs. **2000/-**.

18.Smoking, Spitting of Pan, Gutkha or other Tobacco product strictly prohibited, if violated spot fine of Rs.**2000/-**.

19.No Animals & Pets are permitted in the premises.

20.Fire arms and weapons are not allowed in the premises, if violated the applicant will be **blacklisted** for future.

21.Fire crackers are not allowed. Cooking is to made in earmarked place only.

22.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 will be deducted from the security deposit.

23.The user will be responsible for any damage caused by the vendors engaged by the user.

24.The user shall clean the wastage and clear car parking area within the day.

25.The generator hired by the user, if any, must be soundproof green generator.

26.All **Covid Protocols** are to be followed Strictly.

27.Within Picnic Spot Premises you will be under **CCTV Surveillance** during the Picnic Spot Timing **(Morning 7 A.M to 5 P.M)**