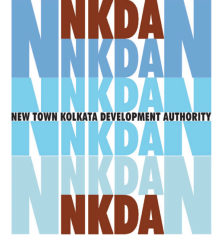


**Application ID : BO/NKDA/08/24/00551**



**Form of Application For Booking of Community Centre-I At Action Area –IC**  
**Action Area-IC (Near Biswa Bangla Gate), New Town Kolkata**

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

Sir,

I, Sri/Smt. **Farhad Ahamed** intend to book following utilities at **Community Centre-I At Action Area –IC**

Description	Date of booking
AC Banquet Hall at First Floor	06-08-2024

**Transaction Details for Booking Application Money**

Application Date	06-08-2024	Transaction ID	ZIC52240863786
Transaction Date	06-08-2024 11:35:38 AM	Payment Method	UPI
Status	Success	Application Money Paid	₹1.00

**My Particulars are furnished below**

Name	Farhad Ahamed
Address	zsf dx
Mobile No./Land Line No.	9609387671
Purpose of Booking	Marriage
Estimated Number of Invitee	1

**Banking Details**

Account Holder Name	Farhad Biswas	Account Number	1234567890
Bank Name	Bank of Baroda	Branch Name	Kolkata
IFSC Code	PUNB1234222	Cheque	Yes

I shall abide by all the terms & conditions of the new town kolkata development authority prevailing on the date for booking.

**Yours sincerely,**

Farhad Ahamed

**Name of Applicant**

**Date: 06-08-2024**

<b>Annexure</b>				
<b>RATE OF HIRING CHARGES OF DIFFERENT UTILITIES OF Community Centre-I At Action Area –IC AT NKDA</b>				
Sl. No.	Particulars of Utility	Rate Per Day + GST	Additional Electric Arrangement	Security Deposit
1	AC Banquet Hall at First Floor including 2 Rooms, Toilet Block, Kitchen, Pantry Area (6010 Sq. Ft.)	72000/- + GST	Basic Electrical arrangement is present. For extra decorative, lighting charges extra.	15000/-
2	AC Banquet Hall at 2nd Floor including 2 Rooms, Toilet Block, Kitchen, Pantry Area (6010 Sq. Ft.)	72000/- + GST	Basic Electrical arrangement is present. For extra decorative, lighting charges extra be made.	15000/-
3	Terrace including 1 Room, Toilet (5,709 Sq. Ft.)	40000/- + GST	Basic Electrical arrangement is present. For extra decorative, lighting charges extra.	10000/-
4	Mini Hall at Mezzanine floor, First unit (Main side) (715 Sq. Ft.)	11000/- + GST	Basic Electrical arrangement is present. For extra decorative, lighting charges extra.	5000/-
5	Mini Hall at Mezzanine floor, Second unit (Back side) (760 Sq. Ft.)	11000/- + GST	Basic Electrical arrangement is present. For extra decorative, lighting charges extra.	5000/-
6	Open Stage/Amph-hitheatre(870 Sq.ft)Lawn/Ground(9415 Sq.ft.) Covered Stage of Double Height & Space in front (4640 Sq.ft.)	35000/- + GST	Basic Electrical arrangement is present. For extra decorative, lighting charges extra.	10000/-

**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 Aadhaar 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 right 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	<b>10%</b> of booking amount (Excluding <b>GST &amp; Security . Deposit</b> )
2	After approval of booking application	Balance <b>90%</b> payment including <b>GST</b> of entire booking amount & <b>Security Deposit</b> to be made within <b>72 hrs.</b>

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 exclusive of **GST**.

12. Community Centre-I Timings: Morning **8:00 A.M — 6:00 A.M** next day.
13. Restrict the usage within the particular area booked with Community Centre-I 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 Community Centre-I 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 be made in earmarked place only.

**Date: 06-08-2024**

**Farhad Ahamed**  
**Name of Applicant**