



GUJARAT CHAMBER OF COMMERCE & INDUSTRY

Shri Ambica Mills-Gujarat Chamber Bldg., P.B.No.4045, Ashram Road, Ahmedabad-380009

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GCCI HALL / BOARD ROOM BOOKING APPLICATION FORM

BOOKING DETAILS			
Date & Day for Which Booking Needed :			
Hall Details	Time		Rent Amount
	From :	To:	
Sheth Shri Kasturbhai Lalbhai Committee Room (Capacity 90 Persons)			
Sheth Shri Amrutlal Hargovandas Memorial Hall (Capacity 325 Persons)			
Board Room (20 Persons)			
Kitchen & Dining Area			
Open Parking Space Area			
Membership Discount: @ 10/20%			
G.s.t @18%			
Hall Deposit			5000.00
TOTAL AMOUNT			
COMPANY DETAILS			
Name of Organization / Individual			
If an Existing member, Please mention Membership No.			
Address			
Telephone No.			
Name and Address of the Authorized Person of Organization			
Mobile No			
Goods and Service Tax Number			
Purpose for taking the Premises on Rent			
Hall deposit refund cheque should be in favour of:			
AUTHORISATION			
I/We have read all the rules & regulations and shall abide by the same.	I hereby approve for giving the premises on rent to the respective party.		
Date of Booking	Signature	Date of Approval	C. E. O

GCCI Rules for renting Sheth Shri Kasturbhai Lalbhai Committee / Sheth Shri Amrutlal Hargovandas Memorial Hall / Board Room / Parking Area, etc.

1. To whom the premises can be given on Rent: Mahajans related to Trade and Industry, Organizations and Individuals.
2. Application for taking premises on Rent: The person taking the premises on rent will be required to pay the Rent as per GCCI Charges, and also will be required to submit a **Deposit of Rs. 5,000.00 along with the application form, before 4 days.** Incomplete application will not be considered.
3. The Deposit is compulsory to be paid with the application form.
4. The Rates for the premises are as below (G.S.T Charges shall be extra as applicable):

Sr. No.	Details	Sitting Capacity	Rate for First 2 Hrs.	Additional hourly charges after first 2 Hrs.
1.	Board Room	20	2000/-	1000/-
2.	Sheth Shri Kasturbhai Lalbhai Committee Room (A.C., Projector, Mike included)	90	5000/-	1000/-
3.	Sheth Shri Amrutlal Hargovandas Memorial Hall (A.C., Projector, Mike included)	250	8000/-	2000/-
4.	Space for Tea/Coffee/Snacks with cleaning charges (Without Kitchen)	-	1500/-	
5.	Space for Lunch / Dinner with cleaning charges (With Kitchen)	-	6000/-	
6.	Open Space Parking Area (for whole day)	-	10000/-	

5. Excess Rent Charges for Extra Period :

The rates charged for rent for all the premises consist of First 2 Hrs. only. Thus for the extra period the rent shall be charge on hourly base there after.

6. The rental charges will be considered from the period from which the premises are taken and till the time it is vacated.
7. No Food Items will be allowed to be taken inside the GCCI Hall / Board Room.
8. **Damages:** If there is any damage pertaining to the Furniture Fixtures / Lighting / Electronic Equipment or any other GCCI Property, the entire cost will be recovered from the person / organization taking the premises on rent.
9. Lighting charges are inclusive for the open Parking area.
10. Non Vegetarian Food shall not be permitted to be served in GCCI Premises.
11. The hall booking Deposit will be refunded only after confirmation that there is no loss to GCCI Property and there are no outstanding dues. **The refund shall be made within a period of 15 days from the date of event.**
12. **The premises will not be given on rent for following reasons:** Marriage Purpose, Community Get together, Cultural activities, Events, Entertainment Events, Canvassing Purpose, for any Political Activities.
13. **Cancellation of Booking:** If the cancellation request is received prior to 48 Hrs. of the due date, then 20% of the rental amount shall be deducted as cancellation charges and rest of amount will be refunded , If cancelation is received late then no amount will be refunded.
14. The lender will not be able to transfer the premises or sub lease to any other person.
15. GCCI provides flat discount of 20% for Mahajan / Associations and 10% GCCI Members.
16. GCCI holds the rights to cancel booking without providing any reason to the party.
17. In case of any specific event of GCCI, GCCI can cancel the Booking of the party.
18. Office Bearers / Secretary General in their discretionary powers may give discount in specific case.
19. In case of any dispute the decision taken by GCCI will be considered as final.
20. Hall booking can be made 45 days in advance relating to the required date.
21. The car parking space is available for approx. 25 cars.