



GUJARAT CHAMBER OF COMMERCE & INDUSTRY

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

Fax No.: 079-26587992/Tele. No.: 079-26582301/2/3/4 Email: gcci@gujaratchamber.org

Website: www.gujaratchamber.org

GCCI HALL / BOARD/ADRC ROOM BOOKING APPLICATION FORM

BOOKING DETAILS

Date & Day for Which Booking Needed:

Hall Details	Time		Amount
	From:	To:	
Sheth Shri Kasturbhai Lalbhai Committee Room (Capacity 90 Persons)			
Sheth Shri Amrutlal Hargovandas Memorial Hall (Capacity 325 Persons)			
ADRC Training Room (Capacity 45 Person)			
Board Room (20 Persons)			
ADRC Meeting Room (Capacity 6 person)			
Kitchen & Dining Area			
Open Parking Space Area (Approx.25 Cars)			
Sanitization Charge: (Rent @20%)			
Sub Total			
Membership Discount: @ 10/50%			
Sub Total			
G.S.T @18%			
Sub Total			
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	S.G.

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. **For Inquiry about decoration Service, Kindly Contact our Authorized Decoroation: Shantinath Decorators:- Shri Ashokbhai Vora (M)09426014235 (O) 26608005 .**
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 3 Hrs.	Additional hourly charges after first 3 Hrs.
1.	ADRC MEETING/ Court ROOM	06/10	2000/3500	500/-
2.	BOARD ROOM	20	5000	1000/-
3.	ADRC Training Room	45	3500/-	1000/-
4.	Sheth Shri Kasturbhai Lalbhai Committee Room (A.C., Projector, Mike included)	90	6000/-	1500/-
5.	Sheth Shri Amrutlal Hargovandas Memorial Hall (A.C., Projector, Mike included)	325	12000/-	2500/-
6.	Space for Tea/Coffee/Snacks with cleaning charges (Without Kitchen)	-	1500/-	
7.	Space for Lunch / Dinner with cleaning charges	-	7500/-	
8.	Open Space Parking Area (for whole day)	-	12000/-	

5. Excess Rent Charges for Extra Period:

The rates charged for rent for all the premises consist of First 3 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. However, if booking is for more time and usage is for less time, final invoice will be based on booking amount. (there will not be any refund for less usage than booking time).
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. Non-Vegetarian Food shall not be permitted to be served in GCCI Premises.
10. 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.**
11. **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.
12. **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.
13. The lender will not be able to transfer the premises or sub lease to any other person.
14. **GCCI provides flat discount of 50% for Mahajan / Associations and 10% to GCCI Member Only for Their own Meeting/Business Purpose (Not Available for Kitchen & Tea Area).**
15. GCCI holds the rights to cancel booking without providing any reason to the party.
16. In case of any specific event of GCCI, GCCI can cancel the Booking of the party.
17. Office Bearers / Secretary General in their discretionary powers may give discount in specific case.
18. In case of any dispute the decision taken by GCCI will be considered as final.
19. Hall booking cannot be made 45 days in advance relating to the required date.