

Terms & Conditions for Booking of Samaj Sadans for Social/marriage functions.

BOOKING PERIOD

The Samaj Sadan is hired out for a maximum period of two days. The timing for marriage function is from 10.00 AM to 8:00 AM (Next Day). The timing for other function is from 10.00 AM to 10.00 PM (Same Day).

MODE OF PAYMENT

Payment should be deposited online through NEFT in the State Bank of India, North Block A/c No. 10314223326 IFSC Code: SBIN0000625, GST No. 07AAAAG3556EIZZ, Grih Kalyan Kendra, New Delhi

CUT-OFF DATE FOR BOOKING OF SAMAJ SADANS

- a) Central Government Employees: Any date prior to the date of function. (No time limit)
- b) Retired Central Govt. Employees: Up to six months in advance from the date of function.
- c) Other(s): Upto three months in advance from the date of function.

Note: Dependents of working / retired / deceased Central Govt. employees include the unmarried son/ step sons/ unmarried daughter/ step daughters and daughters-in-law whose names are listed as dependent in the service record/CGHS card issued to the Service/retired personnel.

LIST OF DOCUMENTS FOR BOOKING OF SAMAJ SADANS

- a) Application duly filled in the prescribed format, with recent photograph of applicant and bride/groom, as applicable. **The application of the serving personnel must be routed through their respective departments.**
- b) Payment through NEFT. Net Banking electronic mode of requisite amount in favour of Grih Kalyan Kendra payable at New Delhi.
- c) CGHS Card and photocopy of Educational Certificate indicating relationship between the applicant and their dependant (for Central Govt. employees)
- d) Identity Card of Central Govt./State Govt. or Public Sector undertaking employee.

e) Ration Card/Voter ID proof.

f) Photocopy of Birth Certificate in case of Booking of Hall for Birthday celebrations of the child.

g) Resident proof.

CANCELLATION OF BOOKING

1. The hiring charges of the specific Samaj Sadan booked for desired activity by the applicant shall not be refunded unless the Samaj Sadan is booked by another party for that date. The purpose is to avoid any financial loss to GKK. In such an event, the hiring charges including the security amount may be refunded to the booking party after deducting Rs. 500/- and Taxes for cancelling of the Samaj Sadan.

2. However, the booking charges and security amount may be refunded in full in the event of cancellation of marriage function due to unfortunate mis-happening/suffering from serious illness leading to hospitalization/ Death of bridegroom or bride; death of either of the parents of bride/bridegroom, subject to production of requisite documents/affidavit in support of unfortunate incident from concerned competent authorities.

VACATION OF SAMAJ SADAN BY THE USERS

The booking party is required to vacate the premises of Samaj Sadan by 8.00 AM on the day following the day of function in case of marriage functions and by 10.00 PM on the same day for the other functions. The booking party is to ensure removal of all belongings i.e., tents, furniture, crockery etc. In case of non-vacation of Samaj Sadan within the prescribed time-limit, an amount equivalent to the hiring charges for one more day shall be charged in addition to forfeiture of the security deposit.

PENALTY ON VIOLATION OF TERMS & CONDITION:

The following penalty will be imposed for violation of terms & conditions on the person booking the Samaj Sadan:

Sr. No.	Description – violation of Terms & Condition	Penalty
1.	Breaking of glass panes, tiles, spoilage of white wash, color wash/theft	Actual loss including fitting
2.	Digging of holes at kachha/pucca floor	200/- per

		hole
3.	Over stay beyond 8:00 AM and up to four hours (if there is no booking for the day) on the day following the day of function will be charged.	1000/-
4.	Illumination of trees/bushes	2000/-
5.	Use of Unauthorized space/green area	5000/-
6.	Playing of DJ after 10:00 PM/loud volume/ outside the hall	Forfeiture of security amount in full
7.	Consumption of liquor in or around Samaj Sadan	Forfeiture of security amount in full
8.	Use of samaj sadan for other then the purpose it was booked for	Forfeiture of security amount in full
9.	Bursting of crackers (Atishbazi) inside Samaj Sadan Premises	Forfeiture of security amount in full
10.	Causing disturbance in peace and tranquility in or around samaj sadan	Forfeiture of security amount in full
11.	Use of single used plastic.	Forfeiture of security amount in full
12.	Use of Gen set is strictly prohibited	Forfeiture of security amount in full

The Caretaker/ In charge of Samaj Sadan shall take necessary corrective actions, including calling of police if felt necessary, to ensure proper compliance of the terms & Conditions by the beneficiaries.

CRITERIA FOR SECURITY REFUND

As soon as the function is over, the booking party will be required to submit the application for refund of security amount in GKK Headquarters along with

following original documents within six months. The request received after six months shall be summarily rejected.

(a) Original booking receipt and allotment letter issued by GKK at the time of booking.

(b) Invitation card printed by the party for inviting guests for the function.

(c) The security amount shall be refunded in the Bank Account of the party.

(d) NOC from the caretaker of the Samaj Sadan.

(e) A copy of cancelled cheque.

(f) Electricity & water Bill of the date of function/if not provided by GKK.

NOTE:

a) RWA recognized by DOPT, may be allowed to use the Samaj Sadans on four occasions in a year to arrange General Body Meetings, Elections, Annual Functions, and sports Meet @Rs. 500/-per day + taxes as applicable. In addition to hiring charges, a security deposit of at least Rs. 500/- will be charged from RWAs.

b) An amount of Rs. 1000/- will be charged extra from all the users as cleaning charges.

c) The hiring charges of Samaj Sadan for official functions of Government Departments and registered Societies shall be equivalent to the rates prescribed for Central Govt. Employees.

d) Hiring charges for condolence meetings or any other sad occasions will be at the concessional rate of Rs. 1000/- +Taxes for all categories of persons.

e) Samaj Sadan will be provided for Blood Donation Camps and Health Camps sponsored by Central/State Governments free of cost.

f) The hiring charges of the Samaj Sadans for Exhibition-cum-sale by manufacturing/wholesale dealers, etc. will be same as charged from others.

g) The Security deposit and hiring charges can be changed/revised by the GKK Board as and when required to sustain the activity. The booking parties will be required to pay the charges fixed for the respective Samaj Sadan on the date of booking.

h) The request for booking of Samaj Sadan for holding celebration of Ramlila, Dussehra, Durga Puja/Kali puja etc. received through RWA may be accepted at the

rate applicable to Central Govt. Employees. In case the request is received directly, the same may be decided on case-to-case basis, by the Chief Welfare Officer, on merit.

NON-BOOKING OF SAMAJ SADANS DURING BOARD EXAMS

a) Keeping in view the Board Examination, certain Samaj Sadans shall not be booked for holding marriage/cultural functions etc. w.e.f. 1st January to 31st March. These are (i) Chanakyapuri, (ii) Kidwai Nagar, (iii) Moti Bagh (iv) Laxmi Bai Nagar, (v) Pandara Road (vi) R.K. Ashram Marg, (vii) Tyagraj Nagar and (viii) Pushp Vihar.

b) Andrews Ganj Extn shall not be booked from 1st March to 31st May.

c) Minto Road shall be booked only by the local residents.

However, on representations from the Central Government employees residing in these colonies that non-booking of these Samaj Sadans during marriage seasons amounted to denial of this welfare activity to them, GKK Board, in its meeting held on 13.12.2006, decided that the booking of these Samaj Sadans from January to March each year may be allowed only to the Central Government servants, that too if the booking party gives a written undertaking that no loud music shall be played and that in case of breach of this undertaking, the entire amount of security deposit shall be forfeited. This amount of security deposit has also been increased to Rs. 20000/- for these three months.

GENERAL INSTRUCTIONS

1. Samaj Sadan will be provided strictly on "first come first served" basis.
2. Use of electric equipments / appliances other than those fitted in the premises is strictly prohibited. The party / user should get temporary electricity connection from BSES/ NDMC for the said purpose and submit copy of paid original bill along with application for refund of security deposit.
3. Use of water from GKK for the purpose of cooking food and washing of crockery / utensils etc. is not permitted. Party should arrange water tanker from Delhi Jal Board or NDMC at their own cost and submit original bill along with application for refund of security.
4. Single use of plastic strictly prohibited in GKK Samaj Sadans. The party shall be liable to pay penalty for any violation.

5. Playing music/bands etc. is permissible up to 10.00 PM on the day of function in low decibel to ensure there is no disturbance and inconvenience to the residents of the area.
6. Vehicles are to be parked only in the Parking Area. However, buses may be parked outside the Samaj Sadan.
7. Maintenance of law and order is the responsibility of the booking party. The activity of booking party shall not in any way infringe upon or disturb the peace and tranquility of the area.
8. The party has to vacate the premises before the expiry of prescribed time and in case the vacant premises is not handed over within the permissible time, the party is liable to be evicted by force and the GKK will not be liable to pay for any loss/damage or compensation for action taken in force majeure circumstances.
9. A Dari/Carpet on the floor should be laid before serving meals.
10. The party may instruct the Halwai/Tentwala etc. that their workers should not misbehave with the residents and do not make loud noise by throwing/putting their articles in the vehicle at the time of unloading/loading of tent material even during the permissible timings.
11. Cooking/Warming of food is allowed only at the earmarked cooking space and cooking is allowed only on LPG gas stove.
12. Pasting bills/posters, fixing nails etc. on the interior/exterior walls of Samaj Sadan is not allowed and will attract a penalty.
13. The GKK reserves the right to cancel the bookings in public interest or other overriding priorities with prior notice. In such cases, full amount of Security Deposit & hiring charges shall be refunded. The booking party may also book an alternate Samaj Sadan, if available and in such cases security and hiring charges will be adjusted.
14. No tips are to be given to any worker of GKK. In case any worker asks for money or other favour, the user may contact Administrative Officer (24616218). Security Officer (24648764), Accounts Officer (24616217).
15. The trucks carrying tent loads etc. will not be allowed to enter the main gate to prevent any loss or damage to the sewer and water pipes.
16. Installing food counter inside the hall/rooms not permitted.

CAUTIONS ISSUED BY DELHI POLICE ON NOISE POLLUTION

Loud music, beating drums, loudspeakers, cracker, or any form of intense noise decreases one's ability to hear, increases stress, distraction and discomfort and takes away the peace of mind. Moreover, making loud noise is punishable by law with imprisonment up to five years or fine up to rupees one lakh, or both.

(a) The Noise Pollution (Regulations and Control) Rules, 2000 Prescribed Ambient Air Quality Standards in respect of noise for residential area at 55 db (A) during daytime (6:00 AM to 10:00 PM) and 45 db (A) during night 10:00 PM to 6:00 AM).

