

# COMPUTER ASSOCIATION OF EASTERN INDIA

37, SHAKESPEARE SARANI  
S.B. TOWER, 1<sup>ST</sup> FLOOR  
( OPP. SHAKESPEARE SARANI POST OFFICE )  
KOLKATA – 700 017

## TERMS AND CONDITIONS FOR THE BOOKING OF COMPASS CONFERENCE HALL

### **SERVICE CHARGES:**

Our fully Air-Conditioned Conference Hall may be booked in advance on payment of full Service Charges. The Service Charges , “ w.e.f. 16<sup>th</sup> July, 2019. are as follows :

Time Span -----	Conference Hall ( Air Conditioned ) -----
<b><u>FULL DAY</u></b> ( 10 a.m. to 6 p.m.)	Rs. 8,000
<b><u>HALF DAY</u></b> ( Morning ) ( 10 a.m. to 2 p.m.)	Rs. 4,000
( Evening ) ( 2 pm. To 6 p.m.)	Rs. 4,000

### **FACILITIES AVAILABLE:**

#### **Lift Services:**

Weekdays	:	10.00 a.m to 6.00 p.m
Saturday	:	10.00 a.m to 2.00 p.m
Space	:	700 sq. ft.
Sitting Arrangement	:	27 - 35

### **TAXES**

GST @ 18 % will be applicable in terms of sec.69 of The Finance Act, 1994(32 of 1994).

**CANCELLATION CHARGES:**

Cancellation charges in case confirmed bookings are cancelled will be as follows:

<b><u>Notice period :</u></b>		<b><u>Charges:</u></b>
Over 14 days	:	10%
7 days – 14 days	:	50%
3 days – 7 days	:	75%
Less than 3 days	:	100%

**ADDITIONAL HOURS**

After booking time over per hours @ **Rs. 1000/-** will be charge extra.

**CONDITION :**

Advance booking of the Conference Hall is subjected to the condition that it may be cancelled by the association at any time if the Hall is required for holding COMPASS’s own meetings. In that event, full refund of booking charges will be made.

**DECLARATION**

I/We agree to abide by the aforesaid terms and conditions and schedule of charges for the use of the ..... and decisions of the Association as final and binding in case of any dispute.

Date of advance  
Booking.....

.....  
(Name & Signature of the party)

Day, Date & Time of the Meeting  
.....

.....  
(Name & Address of the Company  
Firm/others, booking the Hall.)

Nature of official business to be  
Conducted.....  
.....

.....  
(Signature with date of the Signatory  
of COMPASS confirming the booking).

No. of persons expected at the Meeting  
.....

Payable by A/c. Payee Cheque or D.D. drawn in favour of “COMPUTER ASSOCIATION OF EASTERN INDIA. **40% Discount for COMPASS Members Only.**

In Time : .....

Out Time : .....  
Signature of the party