



COMPUTER ASSOCIATION OF EASTERN INDIA

**31 GANESH CHANDRA AVENUE,
5TH FLOOR(5 B & C),KOLKATA-700013**

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. 1st June, 2015 are as follows:

Time Span	Conference Hall (Air Conditioned)
FULL DAY - (10 a.m. to 6 p.m.)	Rs. 8,000
HALF DAY - (10 a.m. to 2 p.m.)	Rs. 5,000
(Evening) - (2 pm. To 6 p.m.)	Rs. 5,000

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

<u>TAXES : will be applicable in terms of sec.69 of The Finance Act, 1994(32 of 1994)</u>	18% GST
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CANCELLATION CHARGES:

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

<u>Notice period :</u>	<u>Charges:</u>
Over 14 days :	10%
7 days – 14 days :	25%
3 days – 7 days :	50%
Less than 2 days :	100%

ADDITIONAL CHARGES

EXTRA HOUR: After booking time over, per hour will be charged@	Rs. 1000/- + 18% GST
PROJECTOR: as per requirement.	Rs. 1000/- + 18% GST

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.

Booking Details

Date of advance Booking

Day, Date & Time of the Meeting

Nature of official business to be conducted

No. of persons expected at the Meeting

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

(Name & Signature of the party)

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

Payable by A/c. Payee Cheque or D.D. drawn in favour of "COMPUTER ASSOCIATION OF EASTERN INDIA. **20% Discount for COMPASS Members Only.**

In time :

Out time

(Name & Signature of the party)