

SALT LAKE FE BLOCK RESIDENTS' ASSOCIATION

(Registration No. S/54127 of 1986-87 under W.B. Societies Registration Act, 1961)

FE – 476/A, Salt Lake City, Sector – 3, Kolkata – 700106

Email: sfembra@gmail.com / secretary@saltlakefeblock.in, Website: www.saltlakefeblock.in

Following are the rates* for booking of Community Hall of Salt Lake FE Block Residents' Association (SLFEBRA) for social functions:-

Particulars	For members of SLFEBRA # (Amount in Rs.)	For Others (Amount in Rs.)	Security Deposit \$ (Amount in Rs.)
Only Ground Floor (35' x 30' hall + 11' x 10.5' room)	14,000/-	18,000/-	10,000/-
Ground Floor & 1 st Floor (22' x 21' hall + 15.5' x 10' room)	20,000/-	25,000/-	10,000/-
Only Ground Floor for 6 hours	6,000/-	7,000/-	6,000/-
Ground Floor & 1 st Floor for 6 hours	10,000/-	11,000/-	6,000/-

* The charges are effective from 15th August 2023.

These charges are applicable for members of SLFEBRA (duly paid their annual subscription) and their close family members (parents/ children/ grandchildren) residing with them at their residence in FE Block.

\$ Uniform Security Deposit for both members of SLFEBRA and others.

Terms & conditions of booking:-

1. Booking is done on first come first served basis.
2. Full payment must be made at the time of booking. Payment may be made either in cash OR by A/c payee cheque drawn in favour of Salt Lake FE Block Residents' Association OR by bank transfer to Association's account No.: 1625000100947784, Punjab National Bank, Sector-3 branch, Salt Lake, IFS Code: PUNB0162500
3. Booking is subject to encashment of cheque.
4. Cancellation Rules: If the booking is cancelled by the party more than one (1) month in advance of scheduled date of function, 50% of the total booking amount will be forfeited. In case the booking is cancelled by the party less than one (1) month in advance of scheduled date of function, 100% of the total booking amount will be forfeited. Party should apply in writing to the Secretary, SLFEBRA for Cancellation of booking. Refund, if any, will be made by A/c. payee cheque.
5. If the booking is cancelled by the Executive Committee of SLFEBRA for any unforeseen reason, 100% of the total booking amount will be refunded.
6. The party has an option to opt for another date at no extra cost (the full booking amount will be adjusted against the fresh booking), subject to availability of date. Date of booking can be changed only once.
7. Full day of booking is from 8.00 am on the day of ceremony till 7.00 am next day.

Continued over leaf

To

The Secretary

Salt Lake FE Block Residents' Association

FE - 476/A, Sector - III, Salt Lake,

Kolkata – 700106

Dear Sir,

I wish to book the Salt Lake FE Block Community Hall as per details given below:

- 1) Date of function:
- 2) Duration of booking (Full Day **OR** four (4) Hours):
- 3) Gr. Floor only/ Gr. Floor+ 1st Floor:
- 4) With/ Without AC:
- 5) For the Purpose of.....
- 6) Particulars of Booking Amount: (a) Rs (b) Cash/ Cheque/ Bank Transfer Ref. No.....
- 7) Particulars of Security Deposit amount: (a) Rs (b) Cheque No. (c) Cheque Date
- (d) Bank & Branch.....

I have read the terms and conditions as mentioned above & overleaf and agree to abide by these.

Signature of the Party date.....

Full Name Membership No.

Address.....

Mobile No.:

Email id:

Recommendation of a member of SLFEBRA (for others@):

X..... For office use only.....X

Signature of the Booking Official

M.R. No. with date

8. Booking for four (4) hours will be either from 8.00 am to 2.00 pm **OR** between 4.00 pm and 10.00 pm, at the discretion of the party.
9. In case the hall is not vacated at the end of the stipulated time (7.00 am next day, in case of full day booking and 2.00 pm or 10.00 pm in case of 4 hours booking, as the case may be), an additional charge of Rs. 2000/- per hour or part thereof will be levied. And recovered from the Security Deposit.
10. Hall is handed over from the time of booking. Parties are requested not to insist for early handing over of the hall.
11. Parties are expected to ensure that precious water is not wasted.
12. Smoking and consumption of Alcoholic Drinks inside the Community Hall and Pandal is strictly prohibited.
13. As per Government protocol, high decibel music and sound system is not permitted. Sound System must be switched off by 10 pm positively.
14. No furniture are provided by SLFEBRA. These shall be hired from the enlisted decorators.
15. The ground in front of the Community Hall belongs to Bidhannagar Municipal Corporation (BMC) and BMC may be approached for booking. Charges as applicable for the ground may be paid to BMC.
16. Decorators may be chosen from the enlisted decorators mentioned below.
17. Parties may bring their own Caterer.
18. Parties are requested to abide by the terms and conditions and cooperate with SLFEBRA in all respect.
19. The Security Deposit will be refunded within 7 working days following the date of completion of function, subject to deduction for damages, if any, to our property and/or not vacating the hall within the stipulated time.

Enlisted Decorators

- (I) **Pandal:** (a) **Binapani Decorators** – (Mr. Bidyut Baran Halder, Mob. Nos.: 94332 51577 / 98306 52863)
(b) **Lakshmi Decorators** – (Mr. Bhaskar Halder, Mob. Nos.: 94332 91247 / 74395 50874)
- (ii) **Flower:** (a) **Gour Hari Puspalaya** – (Mr. Haidas Bairagi, Mob. Nos.: 94334 03296 / 97482 44477)
(b) **New Bhabani Modern Nursery** – (Mr. Tapan Giri, Mob. No. 98361 13431)
- (iii) **Electric:** **Subhas Electrical** – (Mr. Subhasish Mondal, Mob. Nos.: 98302 19251 / 87777 01012)