



# CHANDRAS' GREEN PROJECT LIMITED

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## Rules & Regulations for Events

(As amended and effective from 1st April 2015)

### 1. Definitions :

- a) **The Company:** The Company means M/s. Chandras' Green Project Limited and includes its management, employees, executors, administrators, legal representatives, assigns, etc.
- b) **The Chandras' Green Premises:** The project site of the Company, located at Premises No. – 144, Arupota, E.M. Bypass, Kolkata – 700 105.
- c) **The Venue:** Any one of the existing venues at the Chandras' Green Premises:
  - i) Maple Lawn (Ground-I);
  - ii) Gold Acres (Ground-II);
  - iii) The Tulip (Banquet Hall).
- d) **The Client:** Any Individual, HUF, Partnership Firm, Company, Trust, Society or other Association of Persons, Government Body or Department etc., who has booked any venue at the Chandras' Green Premises and includes its management, members, employees, executors, administrators, legal representatives, assigns, agents, etc.
- e) **The Event:** The occasion, function or programme for the purpose of which the Client has booked a particular Venue or Venues at the Chandras' Green Premises on a particular date or dates. The Event may be a marriage, reception, sangeet, engagement ceremony, anniversary, birthday party or any other family or social ceremony / gathering. It may be a corporate meet, conference, seminar, get-together or product launch. It may also be a beauty contest, a fashion show, a fair, an exhibition or a musical or dance or other cultural programme.
- f) **The Empanelled Vendors:** The Decorators, Electricians, Florists, Caterers, and Other Vendors, Service Providers, Facility Managers and Event Managers, who have been empanelled and authorized by the Company to provide decoration, illumination, floral arrangement, catering and other services respectively, including Security, Valet Parking, Public Address System, Cleaning, Maintenance, Pest Control, Fire Fighting Arrangement, etc. to the Client, for its Event at a specific Venue(s) at the Chandras' Green Premises.

### 2. Confirmation of Booking :

- a) For the purpose of confirmation of booking of an Event at any Venue, the intending Client must submit a duly filled in and signed Booking Form, in the requisite format, along with payment of advance Booking Value, as per below mentioned Payment Terms.
- b) The Company shall issue a Booking Confirmation Letter to the Client, only after clearance of the advance payment received, in the Bank.
- c) Confirmation of booking of an Event at any Venue implies that the Client accepts all the rules, regulations, terms and conditions of the Company, for the event, and no formal acceptance are required.

### 3. Payment Terms :

- a) The total Booking Value for an Event, as agreed between the Company and the Client, is to be paid partly to the Company and partly to few of the Empanelled Vendors, whose names and ratio shall be





- informed after confirmation of booking of an Event, at any Venue.
- b) 50% of the Booking Value is to be paid for confirmation of booking of an Event, at any Venue.
  - c) Remaining 50% of the Booking Value is to be paid at least 30 days prior to the date of Event.
  - d) Applicable Taxes are to be paid extra, as per Statute.
  - e) As per the Income Tax regulations, Permanent Account Number (PAN) of the Client needs to be quoted at the time of advance payment.
  - f) All payments are to be made by Account Payee Cheque / Demand Draft / Pay Order / Bank Transfer only.
  - g) Any additional payment is to be settled before the close of the Event by Demand Draft / Pay Order / Bank Transfer only.
  - h) No Cheque will be accepted on the day of the Event. If any additional payment (Apart from Booking Value) is settled via Cheque, then the same has to be deposited with the Company at least 15 days prior to the Event.
  - i) If any Cheque / Demand Draft / Pay Order deposited by the Client is dishonoured by the Bank for any reason whatsoever, then the booking shall stand automatically cancelled and below mentioned Cancellation Terms shall become applicable.
  - j) In case of dishonour of Cheque / Demand Draft / Pay Order, the Company shall charge to the Client applicable Cheque Dishonour Charges and also reserves the right to initiate appropriate legal action against the Client.

#### 4. Tax Structure :

- a) Venue Rental – Service Tax extra, as applicable.
- b) Decoration, Illumination, Floral Arrangement, Audio-Visuals and all other Services – Service Tax extra, as applicable.
- c) If the Central / State Government revises any Tax Structure and/or introduces any new Tax, then the new Tax Structure and/or Tax will become applicable to the Event, by default.

#### 5. Amendment / Alteration of Date :

- a) Request for Amendment / Alteration of an Event date must be received in writing, and acknowledged by the Company, at least 30 days prior to the original Event date.
- b) Amendment / Alteration of an Event date is allowed only if the concerned Venue is available on the proposed alternate date.
- c) If the concerned Venue is not available on the proposed alternate date for the Event, then the below mentioned Cancellation Terms shall become applicable.
- d) In case Amendment / Alteration of an Event date is allowed, the booking rates, rules and regulations, prevailing on the alternate Event date shall become applicable and all advances received shall be carried forward, without any interest.
- e) Amendment / Alteration of an already amended / altered Event date is not allowed i.e. Amendment / Alteration of an Event date is allowed only once.

#### 6. Cancellation Terms :

- a) Cancellation of an Event must be received in writing, and acknowledged by the Company.
- b) The Company reserves the right to cancel a booking on its own, in case Payment Terms and/or other terms and conditions as per the Rules and Regulations, are not strictly adhered to, by the Client. There shall be no refund in such case of breach of terms by the Client.
- c) If cancellation of an Event is made after confirmation of booking, then the Company shall charge 50% of the Booking Value to the Client i.e. there shall be no refund of the 50% Booking Value received as advance;
- d) However, if cancellation of an Event is made less than 30 days prior to the date of Event, then the Company shall charge 100% of the Booking Value to the Client i.e. there shall be no refund of the 100% Booking Value received as advance.
- e) If a Client does not hold an Event without any intimation about Cancellation or Amendment /





Alteration of Event Date, as stated above, then also the Company shall charge 100% of the Booking Value to the Client i.e. there shall be no refund of the advance received.

**7. Timing :**

- a) A Venue is given for an Event, for a specific period of time only and is inclusive of the time required for decoration and all other arrangements.
- b) The Air Conditioning System at any Venue is normally operated for a maximum period of 10 hours per day, for an Event.
- c) The Client must begin the Event and vacate the Venue at the scheduled hours.
- d) Any additional day/time required for decoration and/or dismantling, is chargeable extra.
- e) Extension of time for both the Venue and the A.C. System may be allowed at the discretion of the Company, only upon payment of applicable extra charges.

**8. Decoration, Illumination and Floral Arrangement :**

- a) Maple Lawn & The Tulip only: Fixed number of chairs, sofas and buffet tables are provided within package.
- b) Maple Lawn & Gold Acres only: Illumination of the driveways, parking area, kitchen, restrooms etc. are provided within package, including working lights at the Grounds.
- c) The Tulip only: All existing lights in the hall, lawn, driveways, parking area, kitchen, restrooms etc. are provided within package.
- d) All decoration, illumination and floral arrangement shall be allowed only at the designated areas within each of the Venues.
- e) All decoration, illumination and floral arrangement shall be exclusively done by the respective Empanelled Vendors.
- f) Maple Lawn & Gold Acres only: Any additional decoration, illumination and floral arrangement shall be arranged by the Client at its own costs, through the respective Empanelled Vendors only.
- g) Maple Lawn & Gold Acres only: The Client must submit their requirement of additional work to the respective Empanelled Vendors well in advance, at least 15 days prior to the Event and shall adhere to the payment terms of the concerned Vendors.
- h) The Tulip only: Any additional requirement of decoration, illumination and floral arrangement must be submitted in writing to the Company, at least 15 days prior to the Event.
- i) The Tulip only: The applicable costs for additional decoration, illumination and floral arrangement must be submitted with the respective Empanelled Vendors, at least 7 days prior to the Event.
- j) The costs of any services requisitioned from any Empanelled Vendors, must be paid to them as 100% Advance, at least 7 days prior to the Event, otherwise the Vendors shall not execute the job and for which the Company cannot be held responsible, in any way.

**9. Power Supply and Generator Service :**

- a) Maple Lawn & Gold Acres only: Power supply for basic illumination, as stated above, is provided within package.
- b) The Tulip only: Power supply for all existing facilities, as stated above, plus back-up Generator for the same, are provided within package.
- c) Maple Lawn & Gold Acres only: Any additional requirement of power supply, including back-up, shall be arranged in the form of Generator Services, by the Client at its own costs, through the respective Empanelled Vendors only.
- d) Maple Lawn & Gold Acres only: The Client must submit their requirement of additional power supply to the respective Empanelled Vendor well in advance, at least 15 days prior to the Event and shall adhere to the payment terms of the concerned Vendor.
- e) The Tulip only: Any additional requirement of power supply must be submitted in writing to the Company, at least 15 days prior to the Event.

