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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.
   c) The Venue: Any one of the existing venues at the Chandras' Green Premises:
      i) Maple Lawn (Ground-I);
      ii) GoldAcres (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-Visuales 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.
f) The Tulip only: The applicable costs for additional power supply through Generator Service must be submitted with the respective Empanelled Vendor, at least 7 days prior to the Event.

10. Catering Job:
   a) Maple Lawn & Gold Acres only: The Client is free to get the catering job done by any Caterer of its choice, during the Event.
   b) Maple Lawn & Gold Acres only: The Client shall have to pay before the Event, an applicable amount to the Company, as Cleaning and Garbage Removal Charges of the Event, plus applicable Service Tax.
   c) The Tulip only: The Client shall have to get the catering job done, during the Event, through any of the Empanelled Caterers only.
   d) The Tulip only: The Empanelled Caterer selected by the Client for an Event, shall have to pay before the Event, an applicable amount to the Company, as Cleaning and Garbage Removal Charges of the Event, plus applicable Service Tax.
   e) The Tulip only: Under extraordinary circumstances, the Client may be allowed by the Company at its discretion to get the catering job done, during the Event, through a non-Empanelled Caterer, upon payment of applicable additional charges.
   f) The Tulip only: In case a non-Empanelled Caterer does the catering job, the Client shall have to pay before the Event, an applicable higher amount than normal, to the Company, as Cleaning and Garbage Removal Charges of the Event, plus applicable Service Tax.
   g) The cost of catering job at any Venue shall have to be settled with the concerned Caterer directly, as per their payment terms.
   h) If the Event is held on Rental plus Packs basis, the Caterer's payment will be routed through the Company.
   i) The Client shall ensure that the Caterer engaged by it, at the Venue, is erecting the burners, cooking range, oven, griller, etc. at the designated areas only.
   j) The Client shall ensure that the Caterer engaged by it at the Venue, is disposing the wastes at the designated areas only and is not littering the Venue and the Premises.

11. Audio Visual Equipments:
   a) Any requirement of Sound System, Speakers, Mikes, Projectors, Screens, CCTV and other audio-visual equipments should be submitted in writing to the Company, at least 15 days prior to the Event.
   b) The applicable costs for audio-visual equipments must be submitted with the respective Empanelled Vendors, at least 7 days prior to the Event.
   c) However, the Client is free to bring its own audio-visual equipments.
   d) D.J. System, if required, to be arranged by the Client itself at its own costs.

12. Sound Limit:
   a) The Company must be intimated regarding music requirements, D.J. System, loud audio-visual presentations, etc. at the time of confirmation of booking. Any last minute requirements / changes pertaining to the same shall be accommodated at the discretion of the Company.
   b) As per Government notification, the permissible Sound Limit in Commercial Area is 65 decibels during Day Time (6 A.M. to 10 P.M.) and 55 decibels during Night Time (10 P.M. to 6 A.M.).
   c) As per Government notification, Loudspeaker can be used in Open Area between 6 A.M. and 10 P.M. only. Moreover, during use of Microphone in Open Area, Sound Limiter must be attached to the Amplifier for volume control.
   d) The Client shall strictly adhere to the above norms, along with any other such Government norms related to permissible Sound Limit.
   e) All Sound System / D.J. System must be played within permissible Sound Limit, either in Open Area or inside any of the covered Halls, so as to avoid any damage to the building and the property.
   f) If any loud sound / music is held during the Event, then the Company reserves the right to control the volume to ensure that the other guests using the Premises are not disturbed.
13. Technical Equipment:
   a) To the extent the Company obtains technical or other equipment from third parties for the Event, at the request of the Client, the Company shall act in the name of and for the account of the Client.
   b) The Client shall be liable for the proper handling and orderly return of the equipment and shall indemnify and hold the Company harmless from all claims of third parties arising from transfer of the right to use such equipment.
   c) If necessary, the Company shall charge a reasonable technical assistance fee for the above purpose.

14. Parking Policy:
   a) Parking Space for approximately 450 cars are available at the Chandras’ Green Premises and the approximate distribution of Parking Space for each of the Venues are as below:
      i) Maple Lawn: Approximately 150 cars;
      ii) Gold Acres: Approximately 200 cars;
      iii) The Tulip: Approximately 100 cars.
   b) Parking is allowed only at the designated Parking Areas for each of the Venues. The Client and its guests must cooperate with the security staff, in this regard.
   c) Parking is allowed inside the Premises until the total available Parking Spaces are full and thereafter, parking of all excess cars are disallowed inside the Premises.
   d) The Client shall have to arrange for parking at the outside of the Premises during the Event, at its own costs, for all excess cars over and above the approximate Parking Space available for the concerned Venue.
   e) All parking of vehicles, either inside or outside the Premises, shall have to be done at the risk of the owner.
   f) The Client and its guests / attendees, availing the valet parking system, must collect a Parking Tag with the car-number written on it, while handing over the car to the car-attendant.
   g) Any car kept under valet parking system, shall be given back only upon submitting the concerned Parking Tag.
   h) If the Parking Tag is lost, then the car will be returned against written submission only, after verifying proper ownership papers of the car.

15. Security Arrangement:
   a) The existing security personnel and the existing security system shall be provided within package, during the Event.
   b) The Client at its own costs shall have to arrange any requirement of additional security personnel and security system.

16. Licenses and Permissions:
   a) All statutory Licenses and Permissions necessary for an Event, is the sole responsibility of the Client, at its own costs.
   b) The Client shall carry out required procedures to ensure that all necessary Licenses and Permissions are duly obtained from appropriate authorities and shall also ensure due compliance of all terms and conditions prescribed therein.
   c) The Client shall submit with the Company, copies of all statutory documents pertaining to necessary Licenses and Permissions for the Event, at least 3 days prior to the Event.
   d) If the applicable Licenses and Permissions are not received by the Company at least 3 days prior to the Event, then the Company reserves the right to stall the Event as a whole or the concerned item or programme.
   e) No Event shall be permitted at the Venues under any circumstances, without necessary Licenses & Permissions.
   f) The Company shall provide the Client with a 'No Objection Certificate' upon receipt of full Booking Value, so that the Client may obtain the necessary Licenses and Permissions for the Event.
g) Some of the Licenses and Permissions necessary for an Event are as below:

i) For Live Performance of Singer / DJ:
The Indian Performance Rights Society Ltd. (IPRS)  
Asian Hotel, Room No. 2 & 5  
P-38, Princep Street, Kolkata – 700 072.  
Tel.: +91 33 4005 4450, Fax: +91 33 4005 4453

ii) For Recorded Music:  
Phonographic Performance Ltd. (PPL)  
BD-96, Sector-1, Salt Lake City, Kolkata – 700 064.  
Tel.: +91 33 2334 1565, Fax: +91 33 2259 4803

iii) For Stage Show:  
Corporation Municipal Tax  
Amusement Officer, Amusement Department,  
Kolkata Municipal Corporation  
2nd Floor, 5, S.N. Banerjee Road, Kolkata – 700 013.  
Tel.: +91 33 2244 3471 / 76

iv) For Sale of Tickets:  
N.O.C. for Entertainment Tax  
Entertainment Tax Officer, Government of West Bengal  
12th Floor, New Secretariat Building  
1, Kiran Shankar Roy Road, Kolkata – 700 001.  
Tel.: +91 33 2248 7978 / 6271 / 6270

v) For Serving Liquor:  
Temporary Liquor License  
Office of the District Magistrate & Collector  
South 24 Parganas (Excise Department), Government of West Bengal.

vi) For Big Events like Fashion Show, Fair, etc.:  
Temporary Fire License  
Fire & Emergency Services Department, Government of West Bengal  
13/D, Mirza Ghalib Street, Kolkata – 700 016.

vii) For V.I.P. Guests:  
Permission from Local Police Station  
Pragati Maidan Police Station, Kolkata Police.

N.B.:  
The Client is advised to verify the above contact details, before approaching for Licenses & Permissions.

b) The above list of Licenses and Permissions are not exhaustive and the client shall be responsible to obtain any further Licenses and Permissions, that may be necessary for the Event.

17. No Fireworks:  
a) Fireworks / Fire Crackers / Open Fire / Gas Blower / Sky Lantern / 'Fanush' (Paper-made Hot Air Balloon) are strictly prohibited anywhere in the Venues and the Premises.

b) If any Fireworks, Open Fire, etc. as stated above, are held during the Event, despite the prohibition, then the Client shall be fully responsible and liable for the consequences of such an action.
18. **No Smoking**:  
   a) As per Government directive, Smoking is strictly prohibited in any public area within the Venues, except in the demarcated smoking zone.

19. **Government Regulations**:  
   a) All Events must confirm to all applicable Central and State Government laws, rules and regulations.  
   b) All Government policies / regulations prevalent during the time of the Event, shall be applicable to the Event.  
   c) The Company shall not be held responsible for any subsequent changes in the Government policies, rules and/or regulations, which will / may affect the terms and conditions mentioned herein. Under such circumstances, the agreement shall continue to remain valid.

20. **P.R./ Media Policy**:  
   a) The Client shall not use the same name, logo, trademark or other proprietary designation of the Company in any advertising or promotional materials without the prior written approval of the Company.  
   b) Any advertising or promotional material, detrimental to the interest of the Company, shall not be allowed to be displayed at the Premises.

21. **Communication & Coordination**:  
   a) All communications to the Company must be served in writing to the appropriate address only and acknowledged by the Company.  
   b) Persons must be identified by the Client with whom the Company can seek any clarification regarding the arrangements or any extra expenses. Their contact details must be provided to the Company prior to the commencement of the Event.

22. **General Terms**:  
   a) The Company does not take responsibility for any damage / loss / incident / accident involving the Client, its guests / attendees during the Event.  
   b) The Company does not take responsibility of the security / damage / loss for any Client's or its guests' equipments or belongings.  
   c) The Company shall not accept liability for any damage / loss of merchandise left at the Premises, prior to, during or after the Event.  
   d) The Company does not provide any storage facility / area in the Venue, during the Event. So, the Client is responsible for protection / security of its equipments / valuables.  
   e) The Company reserves the right of admission / entry into the premises, to any person who may be considered undesirable in its eye, at its sole discretion and also reserves the right of removing those persons from the Premises, who are not conducting themselves properly.  
   f) The Company reserves the right to disallow erection of any structure for an Event at any Venue, which may be considered as a risk to life and/or property, in its eye, at its sole discretion.  
   g) The Client shall use the Venue only for the specified Event and for no other purposes.  
   h) The Client and/or its guests shall not use the Premises for any illegal, immoral trade or activity and shall not cause any nuisance or hazard inside the Premises.  
   i) The Client and/or its guests / attendees, etc. shall enter and exit from the Venue and/or the Premises, from the designated point(s) only.  
   j) Doorways are to be kept free of any obstruction for the safety of the Venue and the Client and its guests / attendees.  
   k) Any additional requirement during the Event may be arranged at the request of the Client, upon payment of applicable extra charges.  
   l) All Vendors / Agencies engaged by the Client at the Venue, for the Event, shall be the sole responsibility of the Client, including their materials, workmen, works, quality and costs.  
   m) The Client shall ensure that the Vendors / Agencies engaged by them at the Venue, for the Event, carry out their work confirming to relevant I.S. codes, best engineering practice and take all necessary precautions and safety measures, like Helmets, Safety Belts, etc. during work.
n) The Company reserves the right to make additions / alterations / amendments to these Rules and Regulations, according to its discretion.

23. Damage Clause:
a) The flowerbeds, trees and vegetations in the Premises shall not be disturbed.
b) Cars, Two-wheelers or any such other vehicles that may cause damage to the Lawn, shall not be allowed inside any of the open Lawns.
c) Truss Structure, Revolving Stage, Kite Vision Camera Equipment or any other such item that may cause damage to the Hall, shall not be allowed to be erected inside any of the covered Halls.
d) Nailing, pinning, usage of tapes, glue, etc. on the walls are not allowed. All sets, stage, props etc. have to be constructed on self-supporting stands only.
e) No Banner / Poster shall be displayed in the driveways or any other part of the Premises except inside the Venue. However, the Company will display necessary signage providing Event details and directions to the Venue.
f) No naked wires are allowed to be used in any of the Venue plug points. Double insulated cables with proper plugs are only allowed within the Premises.
g) The Client shall take full responsibility for any damages and/or breakages incurred at the Premises, during erection / dismantling of the set-up for the Event and has to compensate for the same, irrespective of the amount.
h) It is the responsibility of the Client to protect the entire Venue surface / property during the Event. The Client shall be liable for any damages and/or breakages caused to the Venue surface / property by its guests / attendees, etc. in any way and shall be liable to pay applicable damage charges forthwith.
i) The Company reserves the right to recover any damages to the property during the Event, from the Client.
j) The Client shall have to deposit before the Event, an applicable amount as a Security Deposit / Caution Money against any damages and/or breakages incurred during the Event, at the Premises. The Security Deposit / Caution Money shall be refunded without any interest and after adjustment of dues, if any, within 7 working days, after completion of the Event.

24. Indemnity:
a) The Client shall indemnify and shall defend and hold harmless, the Company, of all costs, expenses and claims of whatsoever nature, including those arising out of accident or injury or death of the Client's employees / agents / guests / attendees and/or outsiders etc. and/or loss or damage of their property and in any manner caused, occasioned or contributed to, in whole or in part, by reason of any act / negligence, whether active or passive of anyone acting on behalf of the Client or its direction or control, arising either before, during or after completion of the Event, at the Premises.
b) The Client shall keep the Company indemnified against all actions, claims, demands and expenses on account of any deviation or non-compliance of any rules and regulations stated herein, by the Client or its guests / attendees, etc.
c) The Client shall keep the Company indemnified against all actions, claims, demands and expenses on account of any non-payment by the Client, to any Vendor / Agency engaged by it at the Venue, for the Event.

25. Force Majeure Clause:
a) The performance of the agreement is subject to termination without liability upon the occurrence of any circumstances beyond the control of either party such as war, invasion, terrorist attack, civil disorder, strike, lockout, riot, government order / restriction, fire, explosion, natural calamity or disaster like storm, rain, lightning, flood, earthquake, etc. or any such other cause to the extent that such circumstances make it impossible to provide or use the Venue facilities.

26. Jurisdiction:
a) This agreement shall be construed and interpreted in accordance with the laws of India.
b) The courts at Kolkata shall have exclusive jurisdiction to settle any dispute arising out of the agreement.