

# TIDEL PARK LTD

CHENNAI – 600 113

E-mail:mohelpdesk@tidelpark.com

Phone No.044-22540500 / 22540501

Sl.No.:

## Facility Booking Form

Auditorium

Conference Hall

Promotion area-1

Promotion area-2

Promotion area-3

Requirements	
Chairs	
Head tables	
Seating Arrangements	
Mikes	
Outside tables	

Date of Booking:

Program Date:

From: \_\_\_\_\_ AM/PM

To: \_\_\_\_\_ AM/PM

Booked by (Company Name): \_\_\_\_\_

Company Address: \_\_\_\_\_

Nature of Event \_\_\_\_\_

Details to be furnished for Auditorium / Conference Hall

Dignitaries Attending (Please Provide Details)

1. Central/ State Govt.Ministers/SeniorOfficial: \_\_\_\_\_

2. Dignitaries from Over seas/Foreign missions/Consulate: \_\_\_\_\_

3. Other Dignitaries: \_\_\_\_\_

4. No.of Persons attending: \_\_\_\_\_

5. No.of external visitors: \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Number \_\_\_\_\_ E – Mail address \_\_\_\_\_

Charges: Area Charges Rs. \_\_\_\_\_

Electricity Rs. \_\_\_\_\_

Service Tax Rs. \_\_\_\_\_

Payment Details: Total Charge Rs. \_\_\_\_\_

*For Office use Only*

(Please see overleaf for Tariff & Terms and Conditions)

## RENTAL CHARGES

FACILITIES	OCCUPANT ORGANIZATIONS	NON-OCCUPANT ORGANIZATIONS
<b>Auditorium</b> (Available items: Chairs -600, HT-3, Cordless Mike -2, Collar mike - 1, Podium - 1)	1 hour – Rs.4,000/-	6 hours – Rs.13,000/-
	2 hours – Rs.5,000/-	7 hours – Rs.15,000/-
	3 hours – Rs.7,500/-	8 hours – Rs.17,000/-
	4 hours – Rs.10,000/-	9 hours – Rs.19,000/-
	5 hours – Rs.11,000/-	10 hours – Rs.20,000/-
Plus Applicable Service tax		Half –a-day-----Rs. 50,000/-  Full day-----Rs. 1,00,000/-  <b>Charges and Booking are subject to approval</b>
<b>Conference hall</b> (Available items: Chairs – 125, HT – 1, Projector table – 1, Cordless mike- 1, Collarmike-1 & Podium – 1)	Hourly rate -----Rs. 1,000/-	Half- a- day-----Rs. 15,000/- ( 5 Hours Only)
	Half-a-day -----Rs. 5,000/- ( 5 Hours Only)	Full Day-----Rs. 25,000/- (10 Hours Only)
	Full Day-----Rs.10,000/- (10 Hours Only)	<b>Charges and Booking are subject to approval</b>
Plus Applicable Service tax		
<b>Promotion Area</b>  <b>No.1 / 2 / 3</b>	Half-a-day-----Rs. 4,000/- (From 12 noon to 7 pm)	Half-a-day -----Rs. 7,000/- (From 12 noon to 7 pm)
	Full Day-----Rs. 8,000/- (From 9 am to 7 pm) Plus Applicable Service Tax	Full Day-----Rs. 10,000/- (From 9 am to 7 pm) Plus Applicable Service Tax
E.B. Charges for audio / video (without affecting office environment) for promotion area 1 & 2: Full day Rs. 1,000/- & for half day Rs. 500/- plus applicable service tax.		

### Cancellation / Postponement Charges for all:

Advance Cancellation/ Postponement of Program (No. of days prior to the date of the program)	Cancellation / Postponement Charges
7 Days	No Charges
6-3 Days	25%
2 Days	50%
1 Day or less than 1 day	100% (no refund)

### Other Terms & Conditions:

- Full day is maximum use of 10 hours and half Half-a-day is maximum use of 5 hours only (For non-occupants minimum half a day for Conference / Auditorium)
- ADDITIONAL Charges payable by users where function area hire is more than 10 hours will be charged on Pro-rata basis.
- All fixed rates must be paid in advance. Until payment is received, no booking will be confirmed.
- Payment should be made either by Cash / Demand draft – payable in favour of “TIDEL Park Ltd.,” – Payable at Chennai.
- Power, AC charges and additional Facility charges (if any) must be settled immediately to the concerned authorities.
- No improper use of any facility and no commercial activity is permitted.
- No banners, signs or objects of any sort may be fixed into walls or ceilings.
- Any damage, however caused, will be repaired at the cost of the Hirer.
- TIDEL Park Ltd., reserves the right to reject any booking application at their absolute discretion.
- In Promotion area only 4 Persons will be allowed and distribution of pamphlets is restricted to the stall area only.
- Electrical Load details requirements to be intimated during booking time itself.
- Hiring of Audio Systems approval to be obtained in advance from TIDEL.
- Postponement of program will be treated on par with cancellation.
- Please note this Booking does not guarantee any confirmed parking
- No food / beverages / snacks are permitted inside Auditorium/ Conference Hall
- No entertainments including cultural programs like music, dance etc., will be permitted inside the auditorium / conference hall
- Please ensure you have attached your visiting Card / request letter to this Form.

**For TIDEL Park Ltd**  
**Name /Designation:**

**For Company Representative**  
**Name / Designation:**

**Signature:**

**Signature:**