

New rules for making application for Venue at Swapno Bhor from 06-01-2026

1. All clients shall apply to the Administrator, Swapno Bhor (Seniors' Park) by email to admin.swapnobhor@wbhidco.in for booking of the venues.
2. This system will come into effect from 06-12-2024 from 12 a.m. (midnight). Booking of the venues for the days ahead already done by earlier method will not be affected and those booking will remain in force.
3. Applicants will start sending e-mail from 12 (midnight) 364 days before the event. For example, applicant will apply from 12 a.m. (midnight) on 16-12-2025 for booking on 15-12-2026.
4. The email shall contain the name of the applicant, address, date and purpose of booking, his PAN Card Number, phone number, email address and description of venues asked for rent along with attachment of copy of PAN and any address proof (Aadhar Card/Voter Card/Driving Licence/Passport etc).
5. Emails supported by the requisite documents received by Swapno Bhor shall be considered as acceptable applications as received in the chronological order and based on the sequence of application **first received first service**.
6. If the application lacks any of the prescribed information and document, the application shall not be treated as valid application and shall not be accepted for consideration for booking of the venues.
7. Persons selected for booking must appear in person at the office of Swapno Bhor in between 2-30 p.m. to 7 p.m. within 3 (Three) days of the email sent with the paper copy of such email and the documents attached to the email application. If the first person fails to attend before the Office of Swapno Bhor, the second person followed by the third person and so on will get the chance to book the venue.
8. While the selected applicants appear at Swapno Bhor, they shall come prepared to pay 20% as advance of the booking amount through UPI/Debit Cards.
9. If the date of appearance at Swapno Bhor falls on Monday (being the day off) or any other holidays declared under the N. I. Act, applicants will come to the office on the next working day.
10. All applications for booking shall be routed through email. No manual application will be accepted by Swapno Bhor.
11. Application for booking to conduct religious and political functions and for organising a fair in the campus and halls of Swapno Bhor shall not be accepted.
12. In the matter of booking of the first floor of Alaap, certain terms and conditions will prevail. Applicants shall make a query before attempting to apply for booking at Swapno Bhor or may speak to the contact numbers **+91 8017376336** or **+91 8017242177** for information.