

## Application Form for Booking of Venue

Date of Application

### 1. APPLICANT'S PERSONAL / ORGANIZATIONAL DETAILS

Full Name of Applicant / Organisation	
Father's / Husband's / Spouse's Name	
Mobile Number	
Alternate Mobile Number	
Email ID	
EPIC ID (Voter ID)	
PAN Number	
GSTIN (if applicable)	
Permanent / Correspondence Address	
Pin Code	
District	
State	West Bengal / <input type="text"/>

### 2. VENUE BOOKING DETAILS

Name of Venue Required (Please mention exact venue name)	
Proposed Dates of Booking (Please mention all required dates)	
From Date	
To Date	
Total Days	
Timings / Hours of Use (on each date) (24-hour format)	Date <input type="text"/> From <input type="text"/> To <input type="text"/> Date <input type="text"/> From <input type="text"/> To <input type="text"/>
Total Hours Required	
Purpose of Booking (Please tick and specify)	Marriage / Reception <input type="checkbox"/> Corporate Event / Conference <input type="checkbox"/> Cultural / Live Program <input type="checkbox"/> Birthday / Anniversary <input type="checkbox"/> Exhibition / Fair <input type="checkbox"/> Others (please specify) <input type="checkbox"/>
Estimated Number of Attendees	

# Application Form for Booking of Venue



## 3. CATERER DETAILS (If applicable)

Name of Registered Caterer / Catering Agency	
PAN Number	
GSTIN	
CIN (if Company)	
FSSAI License No.	
Mobile Number	

## 4. BANK DETAILS OF APPLICANT (For Refund / Transaction Purpose)

Name of Account Holder	
Bank Name	
Branch Name & Address	
Account Number	
IFSC Code	
Account Type	Savings <input type="checkbox"/> Current <input type="checkbox"/> Others <input type="checkbox"/>

## 5. UNDERTAKINGS / DECLARATION BY THE APPLICANT

I/We, the undersigned, hereby solemnly declare and undertake the following:

1. That the information furnished above is true and correct to the best of my/our knowledge and belief. I/We shall be solely responsible for any false information or concealment of facts.
2. That the venue shall be used only for the purpose mentioned in this application and for no other purpose.
3. That I/We shall abide by all rules, regulations, terms & conditions of WBHIDCO regarding venue booking, including payment schedule, security deposit, timing restrictions, noise control, and cleanliness.
4. That no illegal, immoral, or anti-social activity shall be conducted inside the venue premises.
5. That I/We shall be responsible for any damage to WBHIDCO property, fixtures, or equipment during the period of booking and shall pay the cost of repair/replacement immediately.
6. That necessary permissions from Police, Fire Department, and other statutory authorities (if required) shall be obtained by me/us at our own cost.
7. That the catering services shall be provided only through registered and approved caterers having valid FSSAI, GST, and other licenses.
8. That I/We shall clear all dues (booking charges, security deposit, electricity charges, etc.) as per the demand note raised by WBHIDCO within the stipulated time.
9. That WBHIDCO reserves the right to cancel the booking at any time in case of violation of rules or non-payment of dues without citing any reason.
10. That in case of cancellation of booking by me/us, the refund shall be governed by the cancellation policy of WBHIDCO.
11. Filled in application form can be send to [booking@wbhidco.in](mailto:booking@wbhidco.in) / [mdhidco@wbhidco.in](mailto:mdhidco@wbhidco.in) / [info@wbhidco.in](mailto:info@wbhidco.in).

### Declaration

I/We have read and understood all terms & conditions of venue booking of WBHIDCO and agree to abide by them.

Place \_\_\_\_\_ Signature of Applicant \_\_\_\_\_  
Date \_\_\_\_\_ (Name \_\_\_\_\_ )

### FOR OFFICE USE ONLY

Application Received on	
Application No.	
Venue Availability	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Remarks	
Signature of Authorised Officer	
Date	

- Note**
- Please attach self-attested copies of PAN Card, EPIC Card, Address Proof, GST Certificate (if any), and Caterer's documents.
  - Processing of application is subject to availability of the venue and approval of competent authority.
  - Submission of this form does not guarantee booking confirmation.

## Additional Information required for Venue Booking of Biswa Bangla Convention Centre & Biswa Bangla Exhibition Centre



### Information

<b>Set-up Day (If required)</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>		
<b>i) Refreshment:</b>	<b>Lunch</b> <input type="checkbox"/>	<b>/ Dinner</b> <input type="checkbox"/>	<b>/ Breakfast</b> <input type="checkbox"/>	<b>/ Hi-Tea</b> <input type="checkbox"/>
<b>Mention the nature of programme in Details / Program flow</b>				
<b>No's of Car</b>	<b>Four wheeler</b> <input type="checkbox"/>	<b>/ Two wheeler</b> <input type="checkbox"/>	<b>/ Bus</b> <input type="checkbox"/>	
<b>Venue / Hall Requirements</b>				
<b>Car sticker &amp; Entry pass sticker (As per sample)</b>				

### Biswa Bangla Convention Centre

Sl	Venue Name	Capacity	Venue Timing	Purpose	Timing	Date
1	Hall 01 (Main Convention Hall)	3200 Pax	9 am to 9 pm			
2	Hall 06 (Mini Auditorium)	400 Pax	9 am to 9 pm			
3	Hall 07 (Mini Auditorium)	400 Pax	9 am to 9 pm			
4	Hall 03 (Banquet Cum Exhibition Hall)	350 Pax	9 am to 9 pm			
5	Hall 05 (Banquet Cum Exhibition Hall)	350 Pax	9 am to 9 pm			
6	Hall 02 (Banquet Cum Exhibition Hall)	200 Pax	9 am to 9 pm			
7	Hall 04 (Banquet Cum Exhibition Hall)	200 Pax	9 am to 9 pm			
8	Pre-Function Area A	200 Pax	9 am to 9 pm			
9	Pre-Function Area B	200 Pax	9 am to 9 pm			
10	Pre-Function Area D	200 Pax	9 am to 9 pm			
11	Pre-Function Area E	200 Pax	9 am to 9 pm			
12	Pre-Function Area C	150 Pax	9 am to 9 pm			
13	Pre-Function Area F	150 Pax	9 am to 9 pm			
14	Pre-Function Area G	100 Pax	9 am to 9 pm			
15	Pre-Function Area H	100 Pax	9 am to 9 pm			
16	Lawn 01	250 Pax	9 am to 9 pm			
17	Lawn 02	250 Pax	9 am to 9 pm			
18	Glass Room	100 Pax	9 am to 9 pm			

### Biswa Bangla Exhibition Centre

Sl	Venue Name	Capacity	Venue Timing	Purpose	Timing	Date
1	Hall A	2000 Pax	9 am to 9 pm			
2	Hall B	4000 Pax	9 am to 9 pm			

### Term & Conditions

(1) PPL / IPRS / RMPL, NOC mandatory for any type of Musical/ Cultural programme in venue. Please note: while organising the function you will be responsible for any negligence/omission/violation of law. related with conducting the event. WBHIDCO will not be responsible for any violation of laws under any circumstances. (2) Luggage / Baggage not allowed in side the Auditoriums. (3) Food packets are not allowed in side the premises. (4) Outside Caterers & Decorators are not allowed in BBCC. (5) Outside Food & Drinks not allowed in side the premises. (6) Smoking, Spitting of chewing tobacco strictly prohibited in premises (Penalty will be imposed). (7) Keep the premises / venue neat & clean. (8) Drone Camera not allowed in the premises. (9) One stand by Ambulance should be arranged from your end during programme at Main Auditorium. (10) Volunteers to be arrange from your end for programme of Exhibition and Main Auditorium. (11) Self Responsibility for personal belongings. (12) Any loss or damage caused from mishandling of the furniture, equipments, fittings, lighting / audio system, stage, carpet, breaking rule of BBCC, etc. shall be fully & financially compensated otherwise the security deposit shall be forfeited. (13) For more details please visit our website: [www.wbhidcoltd.com](http://www.wbhidcoltd.com).

## Additional Information required for Venue Booking of Dhano Dhanyo Auditorium

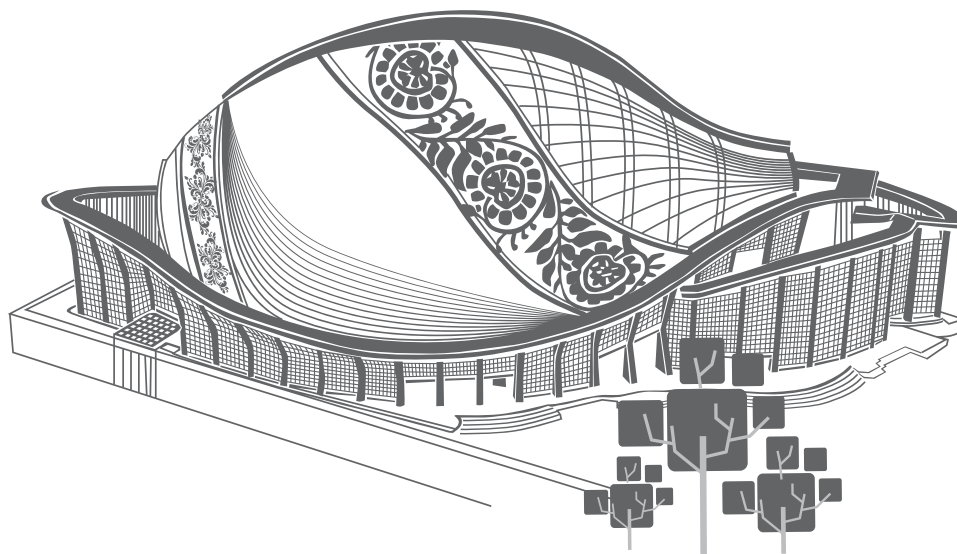


### Information

<b>Set-up Day (If required)</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>		
<b>i) Refreshment:</b>	<b>Lunch</b> <input type="checkbox"/>	<b>/ Dinner</b> <input type="checkbox"/>	<b>/ Breakfast</b> <input type="checkbox"/>	<b>/ Hi-Tea</b> <input type="checkbox"/>
<b>Mention the nature of programme in Details / Program flow</b>				

SI	Venue Name	Capacity	Venue Timing	Purpose	Timing	Date
1	Hall-01 (Main Auditorium)	1935 pax	09 hrs to 21 hrs			
2	Hall-02 (Mini Auditorium)	540 pax	09 hrs to 21 hrs			
3	Hall-03 (Banquet Hall)	250 pax	09 hrs to 21 hrs			
4	Hall-04 (Banquet Hall)	350 pax	09 hrs to 21 hrs			
5	Hall-05 (Banquet Hall)	350 pax	09 hrs to 21 hrs			
6	Hall-06 (Board Room)	50 pax	09 hrs to 21 hrs			
7	Hall-07 (Board Room)	50 pax	09 hrs to 21 hrs			
8	Hall-08 (Board Room)	50 pax	09 hrs to 21 hrs			
9	Hall-09 (Lounge Hall)	150 pax	09 hrs to 21 hrs			
10	Hall-10 (Lounge Hall)	150 pax	09 hrs to 21 hrs			
11	Street Theatre (Open area)	350 pax	09 hrs to 21 hrs			
12	Guest Room Number-03	02 pax	12 hrs to 11hrs			
13	Guest Room Number-04	02 pax	12 hrs to 11hrs			
14	Guest Room Number-05	02 pax	12 hrs to 11hrs			
15	Guest Room Number-06	02 pax	12 hrs to 11hrs			
16	Guest Room Number-07	02 pax	12 hrs to 11hrs			
17	Guest Room Number-08	02 pax	12 hrs to 11hrs			
18	Dormitory Room-01	07 pax	12 hrs to 11hrs			
19	Dormitory Room-02	07 pax	12 hrs to 11hrs			
20	Dormitory Room-03	07 pax	12 hrs to 11hrs			

## Additional Information required for Venue Booking of Dhano Dhanyo Auditorium



### Term & Conditions

- 1 "Booking request" Subject to approval of competent authority:
- 2 Booking application / requisition form submitted one month prior of the programme date:
- 3 VVIP Information at least three day's before your program to DDA office and Alipore Police station
- 4 Mention the Artist name for any type of musical program at DDA Venue:
- 5 Allotment for Four wheeler parking at DDA- Hall-01 - 100 no's, Hall-02 - 40 no's, Hall-03,04,05-20 no's each hall.
- 6 Car sticker & Entry pass sticker (As per sample) Arrange by Organiser only
- 7 Do not pay any amount towards booking in response of any mail
- 8 NOC from KMC & Kolkata police For each program and any type of musical program PPL , IPRS , RMPL, NOVEX must be obtnd as necessary If there is any legal proceeding that must be faced by the organiser only. (All NOC must be Submit three days prior of the program)
- 9 Luggage / Baggage not allowed in side the Auditoriums, Spare token for Luggage / Baggage arrange by Organiser only
- 10 Out side Food,Food packets,Drinks and out side Caterer & Decorators are Not allowed in premises.
- 11 Except drinking water any type of food & Drinks item not allowed in Green-Room & Auditorium.
- 12 100% Booking amount in advance after providing the "Cost Involvement prospectus" within the mentioned payment date.
- 13 Hard drinks is not allowed in side the premises
- 14 Smoking, Spitting of chewing tobacco, Paan strictly prohibited in premises.
- 15 Keep neat & clean the place. Pets & Arms are Not allowed.
- 16 Below 12 yrs kids are restricted for performing in the premises
- 17 Staying Guest details (Xerox of Adhaar card and Mobile number) at Guest & Dormitory room need to be submitted three days prior to occupancy. (Mandatory)
- 18 Double shift / show not permissible in same day in same venue
- 19 Drone Camera not allowed in the premises:
- 20 Any type of Musical activities, Cold fire, Any smoke activities,Food serving not permissible at MANDAP area.
- 21 One stand by Ambulance is to be arranged from your end during programme at Main & Mini Auditorium
- 22 Seats Reserved for Govt. Authority at Main Auditorium (Hall-01) Sl. No: A-09 to A-13, B-10 to B-14, C-12 to C-16, D-12 to 16, E-12 to 16, F-12 to 16, G-13 to 17, H-01 to 12, I-07 to 18
- 23 Seats Reserved for Govt. Authority at Mini Auditorium (Hall-02) Sl. No: A-14 to A-19, B-14 to B-19, C-14 to C-21
- 24 Volunteers need to be arranged from your end for programme of Exhibition and Main Auditorium program.
- 25 Self Responsibility for personal belongings
- 26 Any type of Crackers restricted in DDA premises
- 27 DDA team with concern Guest Joint visit must be done after the program at respective venue.
- 28 Any loss or damage caused due to mishandling of the furniture, equipment, fittings, lighting/ audio system, stage, carpet, breaking rule, Over crowding in venue of Dhonodhanyo, etc. Shall be fully and financially compensated otherwise the full security deposit shall be forfeited.
- 29 NOC from KMC Amusement deptt.,Kolkata Police HQ and local police station three days before your program is mandatory
- 30 Dancing is not Allowed in Auditoriums except stage .
- 31 Booking will be processed within year only.
- 32 Programme Reschedule date must be inform by writing one month prior from the date of commencement of programme and Rescheduled must be within week (As per availability) from the date of commencement of programme.
- 33 Authority reserves the right to cancel the booking in exceptional and unavoidable circumstances without assigning any reason whatsoever. In such circumstances, a full refund shall be made.
- 34 For more details please visit our website: [www.wbidcoltd.com](http://www.wbidcoltd.com)