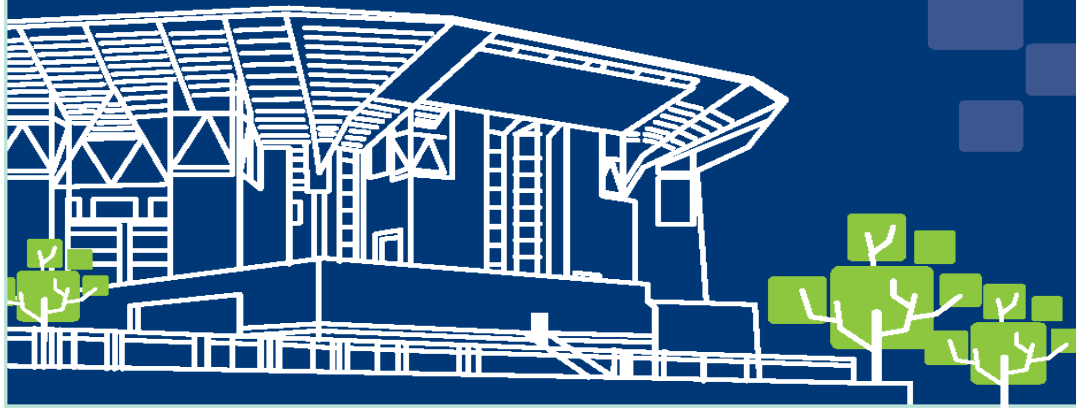


INFORMATION BOOKLET



BISWA BANGLA CONVENTION CENTRE



The Biswa Bangla Convention Centre is owned by WBHIDCO, a Govt. of West Bengal Undertaking. Details about its layout, architecture and a walk-through may be seen at www.wbhidcoltd.com.

NEW TOWN
THE NEW FUTURE

BOOKING RULES & TARIFF & CANCELLATION

All halls are available from 9 AM to 9 PM on event day (E day)

1. Booking should be made preferably prior to at least 3 (three) Calendar months in advance against 50% payment (including all taxes) within Seven working day's from date of Issuance of estimate in this regard. Rest 50% will have to be deposited before 01(One) month from the date of programme. Booking of halls will be subject to availability. No booking shall be confirmed beyond one year (365 days).
2. At the time of booking, 50% of the Basic Amount will have to be deposited along with Security Deposit amount.
3. 50% of Rent will have to be paid per day if the hall is taken one day in advance prior to the date of programme/event for preparation and set up, if any. However, if more than one day is required, they will have to pay the full Charge in advance for additional days.
4. No duplicate permit cum money receipt will be issued in case of loss and damage of the same. So the permit should be preserved carefully.
5. All statutory permissions as may be required must be taken from the concerned authorities for holding the programme at the Convention Centre. The said permissions must be produced before the authority one day before the programme at the Convention Centre.
6. No public address system is allowed outside the Auditorium and halls (see last page) within the Convention Centre Complex. No extra light, sound amplifier is allowed inside the main auditorium.
7. Lighting of fire or using of any Chemical which may cause fire or pollution is prohibited. Also no smoke-creating-machine shall be used on the stage unless prior permission in writing is obtained from the authority. Use of paper blast is strictly prohibited.
8. Any loss or damage caused from mishandling of the furniture, equipment, fittings, lighting/audio system, stage etc. shall be fully and financially compensated otherwise the Security Deposit shall be forfeited. The receipt of Security Deposit & rent for the auditorium thereof should be held by the user carefully and be shown to the officials of Convention Centre at the time of entry in the Auditorium.
9. AC and other services will be operated from 9.00 a.m. to 9.00 p.m. on event days. Any changes or extensions will have to be intimated one day in advance and if allowed will be subjected to additional fees.
10. Any unforeseen disruption of electric supply or failure of air-conditioning system or malfunctioning of any other equipment of services which is beyond the reasonable control of authority shall not confer on the party any right to get refund of the Booking Amount or any compensation whatsoever.
11. No reservation will be allowed for wedding / marriage / birthday / dealer meet / student fest / Trade union similar parties.
12. Security Deposit. Is to be claimed within three month from the date of programme along with Cancelled cheque for Bank detail. Failing which S/D Money may likely to remain withheld.

13. Only lift 9 and doors near it are to be used by staff of event manager during preparation times.
14. All toilets in main building will be closed. Staff/workers may only use toilet on MLCP.
Lift/Escalator facility
No entry of any person or materials will be allowed except on main event day from level 2 portico. Staff/labourers are to use service lift and toilets on Multi Level Car Parking (MLCP) only. Main toilets are reserved for guests only.
All lifts will not be operated except on days where full events for all hall take place. On pre-event days only one lift will operate.
15. All materials taken into the hall shall be accompanied by challans, duly authenticated by BBCC security. No object can be taken out without challan endorsed by BCC security officer.
16. No exhibition/display stall using wooden frames/mild steel is allowed. No material used should be such as may cause any damage to paints, floors, walls etc.
17. Low weight structures on Rubber / Carpet Mat with previous sanction of authority will only be allowed to avoid damage to the floors.
18. No extra lights are permitted in the pre-function/exhibition space. Stalls should be with open top for allowing Light / A.C. No stall shall be erected within the Convention Centre of height more than 2.5 mt.
19. No fabrication or welding is permissible under any circumstances inside the Convention Centre premises.
20. No stall or exhibition courts can be created/fabricated within the Convention Centre Installation within Banquet halls using mild steel/wooden frames is strictly prohibited. However in rare cases, installation of Octanorm or Maxima Exhibition stalls may be allowed with prior permission in writing from HIDCO within Banquet Halls and in pre-function areas.
21. Audio system will only be provided in Hall No.-1 with 06 (six) microphones. If required, the organizers may bring in their own audio system or use agencies empanelled with BBCC. No audio system is provided in the Hall nos. 6 & 7. Organizers must bring in their Audio System from empanelled agencies of BBCC.
22. Empanelled Agencies
For LED display in any hall, only agencies authorized by HIDCO can be used. Their names will be intimated on request.
Other decorating and catering services can be provided by the empanelled agencies at a price to be negotiated by the organization.
HIDCO takes no responsibility in price fixation
23. For decorator service, the service will be provided by the empanelled agencies at a price to be negotiated by the organiser. HIDCO takes no responsibility in price fixation.
24. In case of catering, the service will be provided by the empanelled agencies at a price to be negotiated by the organiser. HIDCO takes no responsibility in price fixation.
25. Food, Tea and Coffee are strictly prohibited within the auditorium. Only water bottle is allowed.
26. The organizer can arrange for catering at the package menu rate with the Zone by the park kolkata
27. Floor decoration, using bottom fascia of the stage is prohibited. If flower decoration is required, separate frames have to be installed.

28. Synchronisation of sound and Stage Craft team Organizers/ Event Managers are requested to make liaison with AV and Stage Craft team of the convention centre at least one hour before the programme for final setting.

29. All flexes, standees, LED, table chairs etc. have to be cleared on the same day from the main auditorium after the event using the stairs.

30. Main entry/exit (Guest) from Level-2.

31. Cancellation rules

Before clear 15(Fifteen) days-50% will be refunded.

Between clear 7(Seven) days and clear 15(Fifteen) days-25% will be refunded.

Less than 7(Seven) days-No refund will be made.

Calculation of refund will only be done on the Basic Amount.

Refund will be admissible only upon production of the original reservation slip.

For calculation of above days, the date of programme and the date of cancellation will not be counted. In the event of non-receipt of required permission/clearance, Biswa Bangla Convention Centre reserves the right to cancel the allotment of booking and in such case the maintenance and service charges deposited with Biswa Bangla Convention Centre shall stand forfeited.

32. To be done by organizer/event management

The Event Managers should intimate all the timings of programmes before hand.

Back drop.

Chair Table, Podium, Podium mike etc. on the dais.

LED wall if required.

Audio system for halls 6 and 7.

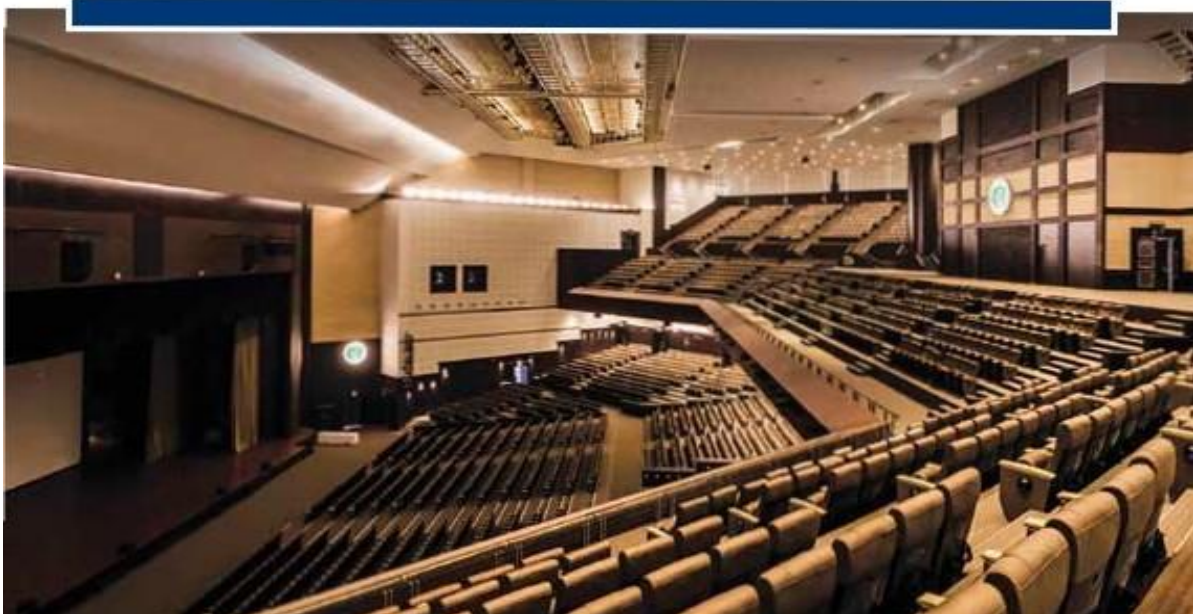
Stage decoration, Lifting/Lowering of materials to the stage area through steel staircase on either side of the stage.

Placing of material over stage.

Any steel truss, flex-support, LED structure must be placed over a carpet, to be laid on the sophisticated auditorium stage.

Cleaning of stage before programme-after stage-decoration, the cleaning of stage has to be done by the organizers/Event Manager.

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.



HALLS

Hall1:Main Auditorium at Levels4,5,7

Seating capacity: 3,000* Entries at Levels 4, 5 and 7

StageArea:100 ft x 65 ft

Audiosystem:Installed with six microphones

Stagecraft&stagelighting: Installed

Car allowed for parking: 400 no.

Hall 2:Banquet Hall at Level 2

14.75 m x 16.10m

Entry through Level 2

Car allowed for parking: 25 no.

Hall 3:Banquet Hall at Level O

24.0 m x 17.5 m

Entry through Level 2

Car allowed for parking:50 no.

Hall 4:Banquet Hall at Level O

16.1 m x 14.75 m

Entry through Level 2

Car allowed for parking: 25 no.

Hall 5:Banquet Hall at Level O

17.5 m x 24.0 m

Entry through Level 2

Car allowed for parking: 50 no.

Hall 6:Auditorium at level 1

Seatingcapacity:400

No audio system, Stage lights available

Entry: Directly in the Hall 6

Car allowed for parking: 80 no.

Hall 7:Auditorium at level 1

Seating:400

No audio system, Stage lights available

Car allowed for parking: 80 no..

*There are 3,200 seats but seats D-163to189, C-01to11,D-1TO13,E-1TO13,F-1to11,G-1to11,H-1to7,A-1to7,B-1to9. 01 to 50 seats in upper tier are to be reserved for HIDCO and so are not available to organizer

TARIFF

Hall1 :Main Auditorium

Rent from 9.00am to 9.00pm ₹ 3,05,000/- For additional hours@ ₹ 20,000/- per hour. (Subject to a max. of 3 (three) hours)

Hall 2 :Banquet Cum Exhibition Area

(Seating capacity 200)

Rent from 9.00am to 9.00pm ₹ 25,000/- For additional hours@ ₹ 1,500/- per hour. (Subject to a max. of 3 (three) hours)

Hall 3 :Banquet Cum Exhibition Area

(Seating capacity 350)

Rent from 9.00am to 9.00pm ₹ 45,000/- For additional hours@ ₹ 2,000/- per hour. (Subject to a max. of 3 (three) hours)

Hall4:Banquet Cum Exhibition Area

(Seating capacity 200)

Rent from 9.00am to 9.00pm ₹ 25,000/- For additional hours@ ₹ 2,000/- per hour. (Subject to a max. of 3 (three) hours)

Halls: Banquet Cum Exhibition Area

(Seating capacity 350)

Rent from 9.00am to 9.00pm ₹ 45,000/- For additional hours@ ₹ 2,000/- per hour. (Subject to a max. of 3 (three) hours)

Hall 6 & 7:Mini Auditorium

(Seating capacity 400)

Rent from 9.00am to 9.00pm ₹ 70,000/- For additional hours@ ₹ 3,000/- per hour. (Subject to a max. of 3 (three) hours)

- For hiring of additional covered space in front of the halls for exhibition/display-₹ 10,000/- per area.
- Rates are subject to change.(all rates are exclusive of Tax).

Security Deposit

Main Auditorium ₹ 1,00,000.00/- | Mini Auditorium ₹ 50,000.00 /- | Banquet Hall ₹ 25,000.00/-

DOs & DONTs

DOs

During event days, the guest should enter the Convention Centre Campas with identity card. The organizer has to issue identity cards to the participants at their own cost and one sample card must be submitted to this office one day prior to the event day.

During event days, no vehicles related to the event will be allowed without car parking passes. The organiser has to issue numbered car parking passes at their own cost duly countersigned in advance by the Banquet Manager one day prior to the event day.

DONTs

Carrying of fire arms or any inflammable materials inside the Convention Centre is strictly prohibited.

No pets are allowed inside the Centre.

No indiscipline or nuisance inside the convention Centre will be tolerated. If any person commits indiscipline or nuisance inside the Convention Centre, he /she will be forced to leave the place.

No plastic carry bag is allowed inside the Convention Centre premises.

No Banner / Poster shall be displayed at places other than those earmarked. Consumption of food and beverage inside the Auditorium is strictly prohibited.

CONTACTS

Banquet Manager / Manager Admin

Biswa Bangla Convention Centre

Biswa Bangla Sarani, Block- DG

New Town, Kolkata- 700156

Mobile No. +91 99327 47209 / +91 98305 04646

**Phone No: Office +91 33 2324 6055 &
Helpdesk +91 33 2324 6037/38**

**Email: info@wbhidco.in
tushar.k.pal@wbhidco.in
ss.neogi@wbhidco.in**