

## **Application form for requirement of Hall**

Please ☒ mark your requirement

- ☐ Torrent Seminar Hall Ground Floor Air condition Hall with mike & Dias facility, 500 persons capacity. (Full Day/Half Day)
- ☐ Babukaka Auditorium First Floor Air condition with Mike & Dais facility, 250 persons. (FullDay/Half Day)
- ☐ Projector with screen.
- ☐ K. D. Patel Training Centre with Mike facility, 50 persons capacity at Ground Floor.
- ☐ Shri Bansidhar Foundation Training Room with Mike facility, 50 persons capacity at First Floor.
- ☐ Plastic Chairs up to 500 Nos.
- ☐ Corridor for High tea / Lunch / Dinner.
- ☐ Open Kitchen place in ground. (Back Side)

**N.B. : A separate form may be filed in for each function.**

1. Name of the Applicant : \_\_\_\_\_
2. Address : \_\_\_\_\_  
\_\_\_\_\_
- Telephone No.: \_\_\_\_\_ FAX : \_\_\_\_\_ Mobile No.: \_\_\_\_\_
- Email Address : \_\_\_\_\_
3. Full Name of Leader or Representative : \_\_\_\_\_
4. Full Name of Leader / Committee person : \_\_\_\_\_
  - ☐ Function Purpose \_\_\_\_\_
  - ☐ If any Dignity Invitee : \_\_\_\_\_
  - ☐ Designation : \_\_\_\_\_
  - ☐ Function Date : \_\_\_\_\_
  - ☐ Time : From \_\_\_\_\_ To \_\_\_\_\_
  - ☐ For Preparation Time : From \_\_\_\_\_ To \_\_\_\_\_
5. Details of Program : \_\_\_\_\_  
\_\_\_\_\_
6. Chief Guest (If any)
  - ☐ Name : \_\_\_\_\_
  - ☐ Designation : \_\_\_\_\_

### **PAYMENT TO BE MADE IN ADVANCE**

- ☐ I / We have read the Vatva Industries Association rules & regulation, Rates & Charges are acceptable to me / us.

**Signature of the applicant**

**Centre of Excellence Building**

Plot No.-511, Phase – IV, GIDC Estate, Vatva, Ahmedabad – 382 445.  
Ph. No.: 079-40049500, 079-40049501, 502, 503, 522  
Email: info@vatvaassociation.org | website: www.vatvaassociation.org  
**(Annexure - 1)**

## Hall Rent & Charges

Charges for Hall and other facilities at Vatva Industries Association:

	Halls	Charges for FULL DAY (8 Hrs. Max.)	Charges for HALF DAY (3 Hrs. Max.)	Charges For Adnl. Hour (Upto 2 Adnl. Hrs. Max.)
1	Torrent Seminar Hall (Gr. Floor)	Rs. 37,500/-	Rs. 20,000/-	Rs. 2,000/Hr.
2	Shri Babukaka Auditorium [Mayur Dychem] (1 <sup>st</sup> Floor)	Rs. 32,500/-	Rs. 17,000/-	Rs. 2,000/Hr.
3	Shri K. D. Patel Training Centre [Sachin Inds.] (Gr. Floor)	Rs. 7,500/-	Rs. 5,500/-	Rs. 500/Hr.
4	Shri Bansidhar foundation Training Centre [Star Dyes] (1 <sup>st</sup> Floor)	Rs. 3,500/-	Rs. 3,500/-	Rs. 500/Hr.
5	Smt. Kamladevi Sampatrai Shah Board Room [Indo Colchem] (1 <sup>st</sup> Floor)	Rs. 10,000/-	Rs. 2,500/-	Rs. 500/Hr.
6	Back Side Lawn	Rs. 15,000/-	Rs. 5,000/-	
7	Product Display (Main Road Entrance of Bldg. Passage)	Rs.15,000/-	Rs.10,000/-	
8	<b>Others</b>	<b>Charges Per Day</b>		
	A] Projector with Screen	Rs. 4,000/-		
	B] Plastic chairs	Rs. 5/- per chair		
	C] Open Kitchen Place in ground	Rs. 3,000/-		
	D] Sofa Set (1 + 2 + 3 )	Rs. 150/- one seat		
	E] Flyer Distribution	Rs. 7,500/-		
	F] SMS sending to members of VIA (1900+ members)	Rs. 1,500/- for 155 characters		
	G] Email sending to members of VIA (900+ members)	Rs. 1,500/- (attachment upto 500 kb)		
	H] Whatsapp marketing to members of VIA (1900+members)	Rs. 4000/- (with attachment upto 500 kb)		

### Terms & Conditions:

- Seminar or Meeting Time for Half days is 3 hours. 1 hour before & 1 hour after the event i.e. total 5 Hours for One seminar / Meeting shall be provided to the party.
- Water supply will be provided as per Vatva Industries Association's guidelines (to be used only for cooking food & washing utensils).
- The above mentioned rates are inclusive of other charges except GST.
- All payments should be made in advance with 100% security deposit.
- Any damage to the property will be deducted from the deposit amount. Balance deposit shall be refunded within 7 working days.
- Application form will be valid only if it is furnished with a receipt along with the deposit in cheque or by cash.
- Vatva Industries Association is not responsible in case of failure of electricity, water supply & any other natural calamities.
- Generators or decorations for any event shall be arranged by the party with prior permissions from Vatva Industries Association.
- The Ground Floor passage shall only be used for registration purpose or for serving only Tea & Coffee.**
- Once the date of programme is scheduled & the contribution amount has been paid, the dates cannot be changed.
- Refund Or Cancellation Policy
  - Before 30 days : 100% Refund
  - Up to 8 days : 75% Refund
  - Within 7 days : No Refund
- If permissions from Government is required, for any such even the party shall be liable to obtain it & submit the duly signed photo copy of the obtained permission with the invitation card at Vatva Industries Association's office before the event.
- 10% Discount on any of the above charges for rent & services for members of Vatva Industries Association.**
- Management of Vatva Industries Association holds all rights to change the rules and regulations at any time if required, without any prior notice.**

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**(Annexure-1)**