

**Booking rules for Gana Bhavan, Uttarpara, Hooghly under Uttarpara-Kotrung Municipality**

1. Gana Bhavan can be booked prior 120 days of the date of booking, on account of availability.

2. Booking rates for Gana Bhavan are provided in the table below.

a)	Non-Commercial booking for 5 hours	Rs. 6000/-
b)	Non-Commercial booking for 10 hours	Rs. 12000/-
c)	Commercial booking for 5 hours	Rs. 7500/-
d)	Commercial booking for 10 hours	Rs.15000/-
e)	Rehearsal booking from 11 a.m. to 2 p.m. with light and sound facilities	Rs.2500/-
f)	Rehearsal booking from 11 a.m. to 2 p.m. without light and sound facilities	Rs.1500/-
g)	Video recording charges	Rs. 300/-

3. Rehearsal bookings can **ONLY** be done by contacting the office desk. Also, rehearsal bookings for **Saturdays and Sundays** are subject to the approval of the office authority.

4. 10 number of seats in the first row of the ground floor of Gana Bhavan shall be reserved for the Uttarpara-Kotrung Municipal authority.

5. The green rooms shall be opened for the booking party 1 hour prior to the time of programme.

6. In case of any damage to the hall or its belongings, the booking party shall be charged a penalty, as applicable.

7. Cancellation charges of Rs.1000/- shall be deducted in case of cancellation of the booking in any case.

8. Consumption of alcohol/drugs or any banned products shall not be allowed in the hall. If any such sort of action is found out, appropriate penal action shall be taken by the Municipal authority accordingly.

9. Use of fireworks is strictly prohibited in the hall.

10. In case of any dispute, the decision of the Municipal authority is deemed to be final.

**\*\* Payments for confirming the bookings should be made within 3 (THREE) days from the application date by contacting the office desk for verification, failing of which the waiting period shall be dismissed.**

(Dilip Yadav)  
Chairman

Uttarpara-Kotrung Municipality

