

UTTARPARA-KOTRUNG MUNICIPALITY

Rules for online booking of Gana Bhavan, Uttarpara, Hooghly

The booking process for the esteemed Gana Bhavan Auditorium, which is a property of Uttarpara-Kotrung Municipality is totally online.

Payment for the booking is also to be done via online payment mode.

Gana Bhavan Auditorium has a seating capacity of 650 persons including the two floors of the auditorium with advanced light and sound facilities, centralized air conditioning, lift facilities and a stage measuring 19'X24' and a backdrop of length 20' and a height of 14'.

- Booking of a particular date at Gana Bhavan opens 120 calendar days prior to the date of booking

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

Sl. No.	Booking Type	Amount (in Rs.)	CGST (9%) (in Rs.)	SGST (9%) (in Rs.)	Total Payable Amount (in Rs.)
a)	Non-Commercial booking for 5 hours	6000/-	540/-	540/-	7080/-
b)	Non-Commercial booking for 10 hours	12000/-	1080/-	1080/-	14160/-
c)	Commercial booking for 5 hours	7500/-	675/-	675/-	8850/-
d)	Commercial booking for 10 hours	15000/-	1350/-	1350/-	17700/-
e)	Rehearsal booking for 3 hours with light and sound facilities	2500/-	225/-	225/-	2950/-
f)	Rehearsal booking for 3 hours without light and sound facilities	1500/-	135/-	135/-	1770/-
g)	Video recording charges	300/-	-	-	-
h)	Extra time usage charges	500/- per hour	-	-	-

- 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.
- The green rooms shall be opened for the booking party 1 hour prior to the time of programme.
- In case of any damage to the hall or its belongings, the booking party shall be charged a penalty, as applicable.
- 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.
- Use of fireworks is strictly prohibited in the hall.
- In case of any dispute, the decision of the Municipal authority is deemed to be final.



New G. T. Road, Uttarpara, Dist. Hooghly (West Bengal), Pin - 712 258

Visit us at - www.uttarparamunicipality.in

Mail us at - uttarparakotrungmunicipality@gmail.com

Tele : 033 2663 4095 / 7298

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- The Municipal authority reserves the right to cancel any booking in case of occurrence of any Government programme or office related programme.

THE HALL SHALL BE OPENED STRICTLY ONE HOUR PRIOR TO THE TIME OF BOOKING.

The detailed booking process is mentioned below for easy understanding

Visit www.uttarparamunicipality.in



Select the module 'Ceremonial House and Hall Booking'



Select Gana Bhavan from the available properties

Go to the 'Book Now' option.

A form opens for New Registration/Login

- If you do not have a login, please fill up the 'New Registration' form (including all mandatory fields) and click on Save.
- If you already have a login ID, please enter your registered mobile number, generate OTP and login by entering the OTP received via SMS.



Select Gana Bhavan and tick on the check box and click on Booking Now. Then the booking form opens.



Select whether you want to proceed by providing your GSTIN details or not, as per your convenience and suitability.

YOU SHALL BE ASKED TO FILL IN YOUR GSTIN DETAILS IF YOU SELECT THE 'YES' OPTION.



Select your date of booking from the calendar.

(NB- The calendar will show dates which are within 120 days from that particular date. Rest of the calendar shall remain frozen.)

If the date is available for booking:

Select the type of booking and then click on 'Add to Cart'.



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If you want to book for consecutive days (upto 5 days), keep continuing the same process till all the days have been added (noting the calendar's freeze period)



Upload a Photo ID proof (AADHAAR/EPIC/PAN in case of an organizational booking) in .pdf or .jpeg format and click on 'Final Submit'.



After final submission, the total amount for payment shall reflect, inclusive of all charges and GST, which has to be paid online via payment gateway.



Once payment has been done successfully, payment receipt shall be generated, a print out of which is needed to be taken as ACKNOWLEDGMENT AND PAYMENT RECEIPT and is to be produced at the time of entry in the Auditorium on the date of booking.

**** PLEASE KEEP YOUR BOOKING ID VERY CAREFULLY FOR ANY FUTURE REFERENCES/CLAIMS/CLARIFICATIONS.**

CANCELLATION POLICY

- Cancellation of any booking can only be done through online process.
- Booking amount, once paid, is completely non-refundable and shall not be refunded on cancellation.
- Booking amount (exclusive of GST) shall be refunded, if only, the booking is cancelled by the Municipal authority, to the bank account within 15 working days.




(Dilip Yadav)
Chairman

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