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SOUTH DELHI MUNICIPAL CORPORATION  
COMMUNITY SERVICES DEPARTMENT  
DR. SHYAMA PRASAD MUKHARJEE CIVIC CENTRE  
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No. D-872/CSD/HQ/SDMC/2017

Dated:- 19/12/2017

CIRCULAR

Sub:- Guidelines for booking of Community Halls of SDMC

(Including amendments & additions).

1. The Community Halls shall mean the space specified for the booking purpose by the department.
2. The Booking party shall mean a person or association of people who booked the Community Hall.
3. The booking of Community Halls shall be strictly made available on first-cum-first serve basis. The booking can be done one year in advance. If the booking is made within 90 days prior to the date of function, normal booking rates will be charged. If booking is made much in advance i.e. 90 days to one year from the date of function, then the booking charges will be:
  - (I) If made within 91-180 days in advance – Double of the booking charges.
  - (II) If made within 181-270 days in advance – Three times of the booking charges.
  - (III) If made within 271-365 days in advance – Four times of the booking charges.

There shall be no booking prior to one year of the date of function. The actual calculation of days will be based on system.

4. The Community Halls can be got booked for following Events/Purpose:-
  - (I) Marriage functions
  - (II) Cultural/Sports programme
  - (III) Social meetings & social functions
  - (IV) Religious functions
  - (V) Other Govt. functions
5. The Community Halls cannot be booked for following events/purpose:-
  - (i) Political functions/meetings
  - (ii) Stay purpose
  - (iii) Commercial activities
6. Document required:
  - (a) Application in prescribed Performa.
  - (b) Affidavit/Undertaking on the Non-Judicial stamp paper of Rs.10/- attested by notary in the prescribed language.
  - (c) ID Proof (includes PAN Card/Voter's ID Card/Passport/Driving License/Ration Card/Aadhar Card, electricity bill, water bill, landline telephone bill etc.);
  - (d) Proof of Bank Account Number.
  - (e) Photographs of Boy and Girl in case of marriage/sagai/reception party and photograph of applicant in case of other function.
  - (f) Security Deposit in the shape of DD only in favour of 'Commissioner, SDMC'.
7. The community hall can be booked for a maximum of 2 days by a single booking party. The department may ask the booking party to submit printed invitation card, if required.

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8. **Illegal Use of Community Hall without proper booking.**

- (a) If booking party or any other person is found using Community Halls without proper authorized booking, he/she shall be liable to pay Penalty equal to 3 times of booking charges (for each day). Same penalty shall be applicable if the premises are used for duration in excess of that is booked. Same Penalty if tent is found to be occupying the premises without authorized booking.
- (b) Notwithstanding the penalty, the items, tents, furniture etc. placed in the premises shall be liable to be confiscated.
- (c) The SDMC officials shall be authorized to stop the function and get it vacated immediately, and an FIR for criminal trespass shall be lodged against the violator as well as persons conspiring.

9. The booking party shall be entitled for 100% refund of security deposit subject to following conditions-

- (a) Booking party has abided by all the terms & conditions of booking.
- (b) Booking party hands over peaceful vacant possession of the Community Hall on completion of event/end of booking period.
- (c) The premises is properly handed over, and there is no damage to items and property including installations. There should be no loss to SDMC property.
- (d) The booking party has faithfully abided by the conditions of the booking, and has used for the purpose it was booked.
- (e) Booking party has not transferred the booking to any other person nor has sublet the premises to any other person for use.
- (f) All the tents, installations, furniture, lighting, audio/ video equipments etc. used for the ceremony are removed from the premises.
- (g) The waste generated during the ceremony is properly managed and disposed off by the booking party and there is no littering in or around the premises.
- (h) Toilets/ drains etc are taken care of by the booking party and no water-logging / spillage/ insanitary condition is caused in or around the premises.
- (i) That the booking party has not done any violation in respect of noise pollution such as playing of DJ, music beyond the permissible limit within the boundary of Community Hall.

Failure to abide by the above conditions shall lead to forfeiture of security deposit.

10. **For AC Community Halls:**

- a) AC facility will be provided during the main function only.
- b) If booking party books the Community Hall well in advance but in the event, there is a sudden breakdown of AC plant beyond the control of department, in that case the booking party will have to use the Community Hall without AC facility.

11. **Procedure for Security Deposit Refund:**

- (a) The application, alongwith G8 Receipt in original issued at the time of booking needs to be submitted in the Office of the Zonal Asstt. Director, CSD.
- (b) The security deposit will be refunded only after the event is over on production of no damage certificate from Incharge/Chowkidar of the Community Hall (not applicable in case of cancellation of booking).
- (c) In case of damage the booking party either get it repaired or the security deposit will be forfeited (not applicable in case of cancellation of booking).
- (d) The draft deposited by the booking party towards security deposit will be refunded by the Zonal Assistant Director, CSD of the concerned Zone within 7 days of the function.

12. The SDMC will book the Community Hall to the booking party for a specific period

13. No Tent-walla and/or Professional organizer shall be eligible to book the hall. The booking party needs to book personally and not through any agent/event organizer.
14. The onus of giving the vacant possession of the site to SDMC after the function lies on the booking party. In case, this is violated, the booking party is liable to face appropriate strict penal action. The general public may be requested not to erect any structure within the premises of the Community Hall(s) which may not be dismantled within the period of booking otherwise they may be penalized along with the cost of removal of such structure.
15. In case of confirmation of booking the check in time will be 8.00 AM of the date of commencement of booking and check out time will be 8.00 AM on the next day of the last booking date.
16. Free booking for Condolence Meeting/Rasam Pagri for 3 hours only

The booking would be given free of charges in case of condolence meeting subject to submission of ID Proof and the receipt of cremation at the Zonal CSB Centre in which zone the Community Hall falls. This facility is available within 15 days from the date of death and one time only. In case of AC Community Hall also free booking for Condolence Meeting/Rasam Pagri will be given without AC facility for 3 hours only.

Documents required:

- a) Application
- b) Copy of receipt of cremation
- c) Residential Proof of the applicant.

17. Concessional booking:

- (a) Free booking of Community Halls would be given to Permanent and Retired Employees of all three Corporations. In case of AC Community Halls, they will have to pay 50% of booking rent. The booking would be given for one day for Birthday/Marriage/Reception of their son/daughter or self on production of photocopy of ID-Card of employee attested by DDO/HOD; if ID Card not issued photocopy of Appointment letter/copy of Pension book in case of retired Municipal Employees. Any misrepresentation in such booking shall be considered misconduct, and the employee is liable to invite disciplinary proceedings for the same. The sanitation charges and T.L.F. will be applicable as per existing rates.
- (b) Relaxation of 100% of normal booking charges (including 'A' Category and AC Community Halls) would be given to those widows who's cases for financial assistance has been recommended by the DC concerned for their daughter's marriage and orphan girl's marriage under the jurisdiction of SDMC. Only one day booking will be allowed. No invitation card should be asked from the booking parties at the time of application for Financial Assistance. However, once the booking of Community Hall is confirmed, the invitation card should be submitted by the parties, before receiving Financial Assistance. The sanitation charges and T.L.F. will be applicable as per existing rates.
- (c) The booking charges for short duration functions i.e. the function for which the booking is made for less than 3 hours only, the booking charges including security deposit shall be @ 50% of the rates fixed. The booking party has to mention timings on application which shall be applicable. The sanitation charges and T.L.F. will be applicable as per existing rates.
- (d) The Community Halls be provided free of cost to the Govt. Organisations for government work subject to availability of the Community Hall.
- (e) The Community Halls be provided to the zonal R.W.C. for its meetings for 02 hours only once in 03 months with the prior approval of the Zonal Dy. Commissioner, subject to availability of Community Hall. The approval of DC should not be before 07 days of the meeting date.

(f) Free booking once in every month to registered RWAS for their meeting. In AC Community Halls, the Community Hall will be provided without AC facility. The application shall be accepted only before 07 days from the event date subject to availability of the booking.

18. Free booking for religious functions:

- a) The Community Hall be provided to Religious Registered Associations/Society registered under Section XXI of the Societies Registration Act, 1860 free of charges for days required by them. The AC Community Halls also be provided for the same without AC facility. If AC is used, the booking party shall pay the AC charges.
- b) Purposes allowed: any religious/prayer programme.
- c) The Sanitation charges and TLF will be applicable as per existing rates.

All types of free bookings (except MCD employees) shall be done at Zonal Level with the prior approval of concerned DC.

19. Process of cancellation of bookings:

The cancellation of booking can be done with the approval of concerned Dy. Commissioner. After that it can be cancelled from the CSB where the booking was made. In case of the booking cancelled before 05 days of the event date, 50% booking rent shall be refunded. However 100% booking charges will be refunded in case of booking is cancelled due to death of family member of the booking party & booking cancelled by the department due to Elections.

Disbursement:-

1. All Dy. Commissioners of the zones
2. AO/CSBs of the Zones
3. All COs of the zones.
4. Office copy.

  
Director, CSD  
South Delhi Municipal Corporation