

## Procedure of booking

- 1) To receive application from the applicant, after receiving application making covering note for the approval from Executive Engineer and Superintending Engineer.
- 2) After approving preparing of bills according to the requirement of venue.
- 3) Once the payment is done in cash section, making confirmation of the requested venue.
- 4) Distribution of the booking note to the different department for arrangement of A/C & Security etc.
- 5) Arrangement of P.A. System and AV facility on the date of the booking in the requested halls.

### Rates for hiring Auditorium / Lecture Hall of the Convention Centre

Sr. No	Floor	Facility	Nos	Area/size	Remarks	Half Day Charge (In Rs)	Full Day Charge (In Rs)
1.	Ground Floor	Cafeteria	1	674 sq.m	With ample sitting and circulation space (open to sky), pantry and serving counter	2000/-	3000/-
2.	Ground Floor	Foyer Area	1	765 sq.m		2000/-	3000/-
3.	Ground Floor	Seminar Rooms	5	70 Seater	With full-fledge AV facilities	1200/- Per room	2000/- Per room
4.	First Floor	Auditorium	1	389 seater	With full- fledged AV facilities	5000/-	8000/-
5.	First Floor	Foyer	1	700 m		2000/-	3000/-
6.	First Floor	Seminar Rooms	5	70 Seater	With full - fledged AV facilities	1200/- Per room	2000/- Per room
7.	Second Floor	Terrace above Auditorium	1	650 sq.m	Covered with tension fabric canopy	2000/-	3000/-
8.	Second floor	Lecture Hall	3	150 Seater	Full fledged AV facilities	2500/- Per room	4000/- Per room
9.	Second floor	Foyer	1	505 sq.m		1200/-	2000/-
10.	Third Floor	Foyer	1	553 sq.m		1200/-	2000/-
11.	Third Floor	Lecture Hall	3	150 seater	With full - fledged AV facilities	2500/- Per room	4000/- Per room
12.	Fourth Floor	Conference room	1	111sq.m	With full fledge AV facility	2000/-	3500/-
13	Fifth Floor	Terrace	1			1500/-	2500/-

## Rates of Hiring Halls and Classrooms

	<b>Lecture Theater</b>	
<b>1</b>	License fee for five hours or less exceeding five hours (inclusive of electricity and water charges)	Rs.3,000/- (Half day) Rs.5,000/- (Full day)
	<b>Institute Auditorium</b>	
<b>2</b>	License fee for five hours or less Exceeding five hours (inclusive of electricity and water charges)	Rs.2,500/- (Half day) Rs.4,000/-(Full day)
	<b>Convocation Hall including Foyer</b>	
<b>3</b>	License fee for five hours or less exceeding five hours (inclusive of electric and water charges).	Rs.3,000/- (Half day) Rs.5,000/- (Full day)
	<b>Convocation Hall Foyer only</b>	
<b>4</b>	License fee for five hours or less exceeding five hours (inclusive of electricity and water charges)	Rs.600/-(Half day) Rs.1,000/-(Full day)
	<b>Main Building Classrooms 1&amp;2&amp;IC-1 to4.</b>	
<b>5</b>	License fee for five hours or less exceeding five hours	Rs.200/- (Half day) Rs.300/-(Full day)
	<b>Small classrooms</b>	
<b>6</b>	License fee for five hours or less exceeding five hours	Rs.150/-(Half day) Rs.200/- (Full day)
	<b>Lecture (L.T.) Lawn</b>	
<b>7</b>	License fee for five hours or less exceeding five hours	Rs.600/- (Half day) Rs.1,000/- (Full day)
	<b>Gulmohar 3<sup>rd</sup> floor hall (A/C)</b>	
<b>8</b>	License fee for five hours or less exceeding five hours	Rs.5,000/-(Half day) Rs.8,000/- (Full day)
	<b>Community hall Lake side.</b>	
<b>9</b>	License fee for full day	Rs.1,250/-(Full day)
	<b>Community hall Hill side.</b>	
<b>10</b>	License fee for full day	Rs.750/-(Full day)
	<b>Gulmohar Terrace</b>	
<b>11</b>	License fee for five hours or less exceeding five hours	Rs. 600/- (Half day) Rs.1,000/-(Full day)
	<b>Guest House Lawn</b>	
<b>12</b>	1. License fee for five hours or less exceeding five hours 2. Deposit - Rs.8,000/-	Rs.11,000/-(Half day) Rs.22,000/-(Full day)
	<b>Powai Vatika</b>	
<b>13</b>	License fee for five hours or less exceeding five hours	Rs.5,000/-(Half day) Rs.8,000/-(Full day)