



RAILWAY INSTITUTE

SOUTH EASTERN RAILWAY
GARDEN REACH, KOLKATA-700043

Terms and conditions for booking Auditorium/TT Hall at Railway Institute, Garden Reach

1. Booking Timing : 11:00 AM to 14:00 PM
(All Working Days)
2. Hiring period : Not exceeding two days for a single party for marriage.
3. Timing of use of Hall : From 07:00 AM of that day to 6:00 AM of next day.

4. **Documents required to be produced at the time of booking of Railway Institute:-**

- Xerox copy of Medical card (in case, the name of son/daughter has been struck off from the medical card then a photocopy of any educational certificate/Ration card/Voter identity card indicating their relationship may be produced). Any of the documents of Address proof viz. Aadhar, Voter, Driving License, Passport etc. of non-Railway Booking Personnel has to be submitted.

- Xerox copy of Identity card of the employee.
- Xerox copy of current month pay slip of the employee.
- Photocopy of birth certificate in case of celebration of birthday party.
- Photocopy of marriage invitation card in case of marriage.
- Photocopy of retirement list issued from Settlement sec in case of retirement function
- Photocopy of Aadhar/Voter/Driving License/Passport for non-Railwaymen

5. **Mode of payment:** Entire booking amount should be deposited into State Bank Of India, Garden Reach Branch in favour of Railway Institute, GRC [A/C No.10320723997] [IFSC : SBIN0001402].

Bank deposit memo (counter foil) in respect of transaction to be submitted along with the application by the applicant at Railway Institute's Office for obtaining confirmation of booking within 7(Seven) days. Money receipt in favour of the applicant will be issued accordingly.



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6. Cancellation of Booking:

- a) In case of cancellation of booking of Auditorium and T.T.Hall of Railway Institute/GRC, cancellation charges will be levied and deducted at the rate of 20% against the booking fee.
- b) Where the marriage is cancelled on account of unfortunate death of the boy/girl for whose marriage the Institute is booked or due to death of either of the parents of the bride or bridegroom, the booking amount as well as security amount may be refunded in full subject to the production of death certificate from the appropriate authority as well as the affidavit, if required.

7. Vacation of Railway Institute:

The booking party should vacate the premises of Railway Institute before the expiry of the prescribed time by removing all their belongings, tents furniture, etc. failing which charges for one more day along with penalty of Rs.500/- per hours will be recovered from the Security Deposit.

8. Security Deposit:

Rs.10000/- (Ten thousand only) as Security money will be deposited with Hony. Secretary/RI/GRC before booking of the Railway Institute Hall by the booking party.

8. Penalties on account of violation:

- a) Damage of articles inside and outside the Institute premises will be viewed seriously and applicant has to pay penalty in terms of cash for any kind of damage. Penalty charges will be deducted from caution money as per discretion of administration of Railway Institute
- b) Violation entailing forfeiture of Security amount in full:
 - i) Using the Railway Institute for purpose other than the one for which it is booked.
 - ii) Bursting crackers inside the campus.
 - iii) Playing of loudspeakers or DJ inside and outside the Railway Institute is **SRTICTLY PROHIBITED.**
 - iv) Baraat procession is not allowed after 22.00 hrs.. Crackers/Fire works/DJ Sound will not be allowed inside the colony during marriage/Baraat procession. Security deposit would stand forfeited in case of violation.



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Note: i) All the acts of guests of function will be solely responsible of the person booking of the Railway Institute. The concerned Caretaker as well as staff of this Institution is authorized to take necessary steps including call on police in case of violation of any terms and condition.

ii) Violation of any prescribed rule by Railway person will be penalized as per the extant rule and penalty will be deducted from the salary bill with the approval of Managing committee of the Railway Institute.

9. Refund of Security deposit:

Security Deposit amount will be refunded by cheque after getting clearance from the Caretaker within three months.

10. The concerned booking person has to submit the original receipt of Security deposit.

11. General Instruction:

The function should be conducted in a disciplined manner and no inconvenience should be caused to the Institute authorities and the local residents.

- i) The booking can be done by the serving railway employee/Members as well as retired Railway employee only for their function, relating to their blood relation i.e. son, daughter, grandson/grand daughter, brother, sister. Female employee can also book their sister-in-law and brother-in-law.
- ii) Railway Institute will be booked strictly on "first come first serve" basis.
- iii) Giving false information in the application form and misuse of Railway Institute is an offence.
- iv) Maintaining law and order is the responsibility of the booking party. The activity of booking shall not in any way infringe or disturb the peace and tranquility of the area.
- v) The party has to vacate the premises before the expiry of stipulated time and in case the premises is not handed over on the schedule time, the party is liable to be evicted by force and the Institute Authority will not be responsible to pay for any loss/damage or compensation.
- vi) The party may instruct the Halwai/Decorator etc. that their behavior should be cordial with the local residents and do not make any unusual noise by



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throwing/putting their articles in the vehicle at the time of unloading/loading of decoration material even during the permissible timings.

- vii) No tips are to be given to any worker of this Institution, In case any employee asks for money or any other favour, the user may contact Secretary, Railway Institute.
- viii) Spitting anywhere inside & outside of the Institute premises shall invite penalty.
- ix) All light fitted outside the Institute Auditorium should be switched off on or before 23.30 hrs.(11:30 PM)
- x) Cooking is permitted only in the kitchen area provided.
- xi) THE CUTTING & SHAPING of meat are not allowed inside the premises.
- xii) Consumption of alcoholic beverages, drugs and other intoxicants within the premises of the Community Centre and Marriage Lawn is **STRICTLY PROHIBITED**.
- xiii) **USE OF DJ** in Community Centres/Marriage lawn is **STRICTLY PROHIBITED**. However, Public Address Systems, if used within the premises, must be played at a low volume so as not to disturb the residents in the neighborhood. In any case, use of public address system is permitted only during the hours 6.00 pm to 10.00 pm. The security staff of the Institute shall be authorized to order switching off the PA system beyond 10.00 pm. In case of non-compliance of his order and violation of Noise Norms, the Noise Security Deposit shall be forfeited, which is Rs. 5000/-.
- xiv) Rowdy behaviour of any kind, use of fire works etc. is not permitted within the premises.
- xv) Cleanliness of the premises must be maintained at all the times during use. Walls, floors, doors etc. should not be disfigured with notices, posters, or marks of any kind. In particular, spitting out with paan or paan masala within the premises is **STRICTLY PROHIBITED**.
- xvi) **VIOLATION OF ANY OF THE INSTRUCTIONS** contained in these guidelines may entail forfeiture of the entire or such portion of the Security Deposit as may be deemed appropriate by the Institute.



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- xvii) The Security deposit, hiring charges etc. can be changed/revised by the authority from time to time. The booking person will be required to pay the charges applicable at the time & date of function not at the time of booking.
- xviii) The Security deposit, booking amount, cleanliness charges etc. will have to be deposited only after confirmation of booking.
- xix) An amount of Rs.500/- (in cash) will be charged extra from the users as cleaning charges.

12. Decorator and Caterer:

THE BOOKING PERSONS is responsible for conduct of the Decorator/Caterer and to ensure the rules and regulations are followed. The hirer will inform the Institute authority of the names and contact of these persons. The hirer will also fill and sign the necessary forms informing the names of these persons who will be allowed at the discretion of the Railway Institute Management Committee.

The Institute authority will not be responsible for any damage or loss to individual property of the Decorator/Caterer.

13. Decorator:

THE BOOKING PERSON will abide by the following rules pertaining to decorations.

- i) Erection of Pandal shall not be allowed inside and outside of the Institute premises except written permission from Railway Administration.
- ii) No Iron chair is allowed inside of the Institute premises without mat.
- iii) No four-wheeler, By-cycle, Thela or vans are allowed inside the Institute premises.
- iv) No Iron sticks (PIN) hooking in the Wall, Window or Door etc of the Institute Hall is permissible.
- v) Damage of articles inside and outside the Institute premises will be viewed seriously and applicant has to pay penalty in terms of cash for any kind of damage. Penalty charges will be deducted from caution money as per discretion of administration of Railway Institute.



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14. Caterer :

THE CATERER is responsible for removing all their garbage from the hall. All garbage is to be placed in the dumpster at the rear of the building.

15. Car Parking:

The parking area is very limited therefore, booking party should bear this fact in mind bringing the vehicles during the function. Vehicles are to be parked in the parking area and buses outside the campus/colony. Railway Institute authority will not be responsible for any loss or damage to vehicle parked including loss of any property form the vehicle.

16. End of the function:

Please be aware that the hall is situated in residential area. Noise to be kept to a minimum when outside the hall and when leaving the premises at the end of the night. The hirer is responsible while guests are leaving the premises.
