INDIA INTERNATIONAL CENTRE

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Guidelines for Booking of IIC Venues and Catering

Meetings & Conferences

Fire Safety Regulations: The IIC is legally responsible for enforcing the fire safety regulations in the venues within the Centre. Parties availing the Centre's facilities must not exceed the seating capacity of these venues. Whenever there is a problem of overcrowding, the programme will be stopped until the additional numbers of persons vacate the hall.

Use of IIC facilities is permitted to Members/ Non Members with the following guidelines

1. Reservations will be confirmed on receipt of letters/faxes/ emails and on advance payment of 100% of the rental charges. Tentative bookings are treated as cancelled if not confirmed within a week's time, from the date of tentative booking.
2. Conferences of political and religious nature are not permitted.
3. **Booking of IIC facilities for Press Conference, Annual General Meeting and Interview require prior approval of the Director/Secretary.**
4. Temporary membership fee of Rs. 413/- will be charged to Non-Members who wish to avail of IIC conference facilities.
5. **Maximum size of banners/backdrops permitted in the Conference Rooms/Seminar Rooms are 9' x 4' and for the Auditorium/Multipurpose Hall 16' x 8' and may be displayed inside the meeting places; and 6' x 2' outside the lobby. Banner size for the registration table is 5' x 2½' feet and decorations, posters etc. are not permitted elsewhere within or outside the premises of the Centre. Banners/Backdrops should be on stands only. Banners/ Backdrops exceeding the approved size will not be permitted.**
6. Table for registration of delegates for the Multipurpose Hall and Seminar Rooms is permitted in the pre-function areas.
7. **For dance, exhibition and music programmes, a performance license has to be obtained by the booking party from the Additional Commissioner of Police, Licensing Delhi, Police-station, Defence Colony, New Delhi.**
8. If there is any film/video screenings as part of a programme, it is to be ensured that (a) the film is censored or that it has an exemption from censorship certificate issued by the Ministry of Information & Broadcasting, Govt. of India. A copy of the censorship certificate/exemption order must be deposited with CBO at the time of booking. And (b) a temporary screening license obtained from the Commissioner, Dept. of Entertainment Tax, Govt. of India. Without the above documents, screening will not be permitted.
9. Sponsors of the programme will be responsible for making good any damage caused to the Centre's building, furniture, equipment by their agents, performers or members of the audience.
10. If a party is unable to use the booking venues due to failure of electricity or on account of riot, fire, earthquake or an act of war, the Centre will not be liable for any loss suffered by the booking party.
11. **Booking parties are requested to take care of conference material/technical equipment/personal belongings, as the Centre is not responsible for their safety**.
12. Conference facilities can be used between 9.00 am to 9.00 pm only.
13. In view of the prevailing security environment, organizers of the programme are to nominate designated representatives for identifying delegates and guests to ensure that only invited persons are allowed to attend the programme. The Centralized Booking Office is to be informed of the details of the representative.
14. Wi-Fi services will not be provided on the same day, kindly inform the CBO at the time of booking.

Do's and Don'ts

1. Booking parties are requested to avoid making noise outside the meeting venues.
2. Mobile phones should be switched off or kept on silent mode before entering any of the meeting venues.
3. Sale of books, collection of donations, registration fee, sales promotion advertisements or any commercial transactions are not permitted within the premises of the Centre.
4. Display of goods/products is not permitted inside or outside the Auditorium/Conference Rooms/Multipurpose Hall/ Seminar Rooms/Lecture Rooms.
5. Booking Parties are requested to make sure that the participants/delegates are **confined to the venues booked for them** for meeting/catering arrangements.
6. Wood paneling outside the Auditorium/inside Lecture Rooms, inside Conference Rooms /Multipurpose Hall and Seminar Rooms are not to be used for displaying posters, banners or any other material. Nails, double sided tapes or scotch tape are not allowed to be used on the Auditorium/Conference Room/Multipurpose Hall/Seminar Rooms/Art Gallery walls.
7. Designated spaces have been marked out for floral rangoli and other decoration. Only floral decorations are allowed. Minimal decorations are permitted outside the Auditorium and Multipurpose Hall.
8. Members & their guests are advised not to speak loudly on cellphones in the corridors of the Hostel, Annexe and the Administration block.

9. Children below 8 years of age are not allowed in the Auditorium.
10. Smoking is prohibited in the meeting venues.
11. Shouting slogans in the premises of the Centre is not permitted.
12. Booking parties are requested to strictly adhere to the time slot for which bookings have been made; and vacate the venues on time.
13. Booking parties must ensure that banners/backdrops are removed immediately after their meetings conclude and not leave it behind at the Centre.
14. Eatables are not allowed inside meeting halls.

Television Crew and Press Photographers

The booking party is requested to permit only TV crews and photographers who have been invited by them or have received prior consent to record proceedings of their programmes.
TV crews and photographers are requested to position themselves only in the spaces designated and not to crowd the aisles of the Auditorium, Conference Rooms/Multipurpose Hall/Seminar Rooms.
Direct Telecast of the Conference/Programme is not permitted.

Catering

1. Reservation of catering requirements will be confirmed on the receipt of letter/faxes/emails and an advance payment of 90% on the number of persons guaranteed.
2. A single party booking should not exceed 350 persons.
3. Outside catering or bringing in food and beverage items from outside are not permitted.
4. Eatables, cold drinks shall not be brought into any meeting venues.
5. The P.A. system used in the Open Air Venues / Lawns should in no case interfere or cause disturbance to the users of other venues.
6. Live band, live musical programme, marriage ceremony or rituals of any kind (involving pandit, pheras, havan etc.) are not permitted.
7. Children's parties/play equipments or rides are not permitted in the catering venues.
8. For serving liquor at any function/party the IIC shall on behalf of the Member concerned, obtain a bar license P-13 from the Excise Department the license fee is 5900/- (inclusive of all taxes).
9. Timings for service are

Seminars Teas	:	9 : 00 am	-	11 : 45 am
		3 : 30 pm	-	6 : 30 pm
Tea Receptions	:	5 : 30 pm	-	8 : 00 pm
Cocktail Snacks	:	7 : 00 pm	-	9 : 00 pm
Lunches	:	12 : 45 pm	-	3 : 00 pm
Dinners	:	7 : 45 pm	-	11 : 00 pm

Bar Service will close at 10:30 pm and Dinner services at 11:00 pm.

10. **Intimation of catering arrangements/alterations/amendments should be given at least 48 hours in advance.**
11. A provision is kept for serving an additional 10% on the minimum guaranteed number of guests. **Please note that if this number is exceeded, 10% extra per head will be charged on the extra number of persons.**
12. Whenever the Private Dining Hall is booked for lunch/dinner (without meetings) the existing tariff of 4,543/- will be waived in case the number of persons guaranteed for lunch/dinner is 40 and above.
13. Whenever the Annexe Court is booked for lunch/dinner the existing tariff of 8,275/- will be waived in case the number of persons guaranteed for lunch/dinner is 100 and above.
14. **A 5% discount on Service Charge will be given to parties of 200 persons and above for Reception only.**

Cancellation

For cancellation of catering bookings:

A minimum of 48 hrs advance notice is required for full refund of advance payment for the catering arrangement.

For cancellation of venue for conference and catering:

More than 20 days advance notice 20% of the rental amount is retained by the Centre. Between 15-20 days advance notice, 50% of the rental amount is retained by the Centre. No rental amount is refunded if less than 15 days' notice for cancellation is given.
In case the conference/catering venue is booked at a short notice of less than 15 days and cancelled thereafter, 50% of the rental amount will be retained by the Centre.
Postponement of booking will be treated as cancellation and are subject to the above terms and conditions.

Members/ Non Members are required to ensure that the guidelines for the booking of IIC venue and catering are strictly followed. Appropriate action will be taken in case of any deviation.

If required venue of meeting/catering can be shifted/cancelled at the last minute. IIC programmes will have priority over other bookings.

Venue	Facilities Provided	Tariff (In Rs)	Full & Half day Slots Timing
C.D Deshmukh Auditorium IIC Main	Theatre style with fixed seating of 230 chairs, stage and one green room **FOR CULTURAL PROGRAMMES** 8 Microphones **FOR CONFERENCES AND SEMINARS** Dais with maximum 8 chairs Fixed Screen of 14' x 20' 8 Microphones Podium with Microphone **(Food to be served in open verandah)**	Full Day Slot - ₹ 23,364/- Half Day Slot - ₹ 13,791/-	Full Day Slots - 9 am - 5 pm 2 pm - 9 pm Half Day Slots - 9 am - 1 pm 2 pm - 5 pm 6 pm - 9 pm
Conference Room - I	Rectangular shaped room with fixed wooden table. 50 seating around the table and 20 at the back row 19 fixed microphones on the table Podium with microphone **(Food to be served in open verandah)**	Full Day Slot - ₹ 14,018/- Half Day Slot - ₹ 9,735/-	Full Day Slots - 9 am - 5 pm 2 pm - 9 pm Half Day Slots - 9 am - 1 pm 2 pm - 5 pm 6 pm - 9 pm
Conference Room - II	Hexagonal shaped room with fixed table Seating of 36 around the table and 30 at the back row 17 fixed microphones on the table Fixed screen of 10' x 7'	Full Day Slot - ₹ 14,018/- Half Day Slot - ₹ 9,735/-	Full Day Slots - 9 am - 5 pm 2 pm - 9 pm Half Day Slots - 9 am - 1 pm 2 pm - 5 pm 6 pm - 9 pm
Lecture Room - I (Annexe)	Semi-circular seating with fixed tables with 55 chairs in a class room style Dais with 6 chairs 4 microphones on the dais, 30 fixed microphones on the tables, podium with microphone, Fixed projection screen of 10'x6'	Full Day Slot - ₹ 14,018/- Half Day Slot - ₹ 9,735/-	Full Day Slots - 9 am - 5 pm 2 pm - 9 pm Half Day Slots - 9 am - 1 pm 2 pm - 5 pm 6 pm - 9 pm

Venue	Facilities Provided	Tariff (In Rs)	Full & Half day Slots Timing
Lecture Room - II Basement (Annexe)	Theatre style sitting arrangement for 100 persons (no tables) Dais with 4 chairs 2 microphones on the Dais Podium with microphone Fixed projection screen of 10x6'	Full Day Slot - ₹ 14,018/- Half Day Slot - ₹ 9,735/-	Full Day Slots - 9 am - 5 pm 2 pm - 9 pm Half Day Slots - 9 am - 1 pm 2 pm - 5 pm 6 pm - 9 pm
Committee Room - I (Annexe)	Flexible sitting arrangement 16-20 persons Board Room style meetings 25 persons for lunches and dinners	Full Day Slot - ₹ 7,321/- Half Day Slot - ₹ 5,030/-	Full Day Slots - 9 am - 5 pm 9 am - 3 pm 4 pm -11 pm Half Day Slots - 8 am -10 am 11 am - 3 pm 4 pm - 6 pm 7 pm - 11 pm
Committee Room - II (Annexe)	Flexible sitting arrangement, 10-12 persons Board Room style meeting. 20 persons for lunches and dinners	Full Day Slot - ₹ 7,321/- Half Day Slot - ₹ 5,030/-	Full Day Slots - 9 am - 5 pm 9 am - 3 pm 4 pm -11 pm Half Day Slots - 8 am -10 am 11 am -3 pm 4 pm - 6 pm 7 pm - 11 pm
Private Dining Hall (IIC Main)	Flexible sitting arrangement 25 persons Board Room style meeting 40-45 persons for lunches and dinners	Full Day Slot - ₹ 6,386/- Half Day Slot - ₹ 4,543/-	Full Day Slots - 9 am - 5 pm 9 pm - 3 pm 4 pm -11 pm Half Day Slots - 8 am -10 am 11 am -3 pm 4 pm - 6 pm 7 pm - 11 pm
Terrace Pergola (IIC Main)	Flexible sitting arrangement 20-25 persons Board Room style meeting 50-60 persons for lunches and dinners	Full Day Slot - ₹ 7,321/- Half Day Slot - ₹ 5,030/-	Full Day Slots - 9 am - 5 pm 9 am - 3 pm 4 pm -11 pm Half Day Slots - 8 am -10 am 11 am -3 pm 4 pm - 6 pm 7 pm - 11 pm
Fountain Lawn (IIC Main)	Outdoor facilities for lunches and dinners for about 300-350 persons	For One Event - ₹ 32,450/-	Event Slots - 12 noon-4 pm 5 pm - 9 pm 7 pm - 11 pm
Lounge Terrace (Annexe)	Outdoor on third floor with lift facilities for dinner for about 50-75 persons	₹ 5,160/-	Half Day Slots - 7 pm - 11 pm
Annexe Court	Outdoor (Ground Floor) for lunches and dinners for about 150 persons	Half Day Slot - ₹ 8,275/-	Half Day Slots - 12 noon-4pm 5 pm - 9 pm 7 pm - 11 pm

KAMLADEVI COMPLEX

Venue	Facilities Provided	Tariff (In Rs)	Full & Half day Slots Timing
Multipurpose Hall	Theatre style sitting arrangement for 300 persons Dais on the stage with 10 chairs Podium with mike Projection Screen Pre-function area	**For conferencing use :** Full Day Slot - ₹ 27,258/- Half Day Slot - ₹ 15,414/-	For conferencing use Full Day Slots - 9 am - 5 pm 2 pm - 9 pm Half Day Slots - 9 am - 1 pm 2 pm - 5 pm 6 pm - 9 pm
	For lunches and dinners arrangement for about 200 to 250 persons	₹ 23,129/-	Half Day Slots - 12 noon-4 pm 7 pm - 11 pm
Seminar Room No. 1	Theatre style sitting for 40 persons Dais for 4-5 chairs 2 microphones on the dais, Podium with 1 Mike Projection screen Pre-function area	Full Day Slot - ₹ 9,969/- Half Day Slot - ₹ 6.328/-	Full Day Slots - 9 am - 5 pm 2 pm - 9 pm Half Day Slots - 9 am - 1 pm 2 pm - 5 pm 6 pm - 9 pm
Seminar Room No. 2	Theatre style sitting for 60 persons Dais for 4-5 chairs 2 microphones on the dais, Podium with 1 Mike Projection screen Pre-function area	Full Day Slot - ₹ 11,526/- Half Day Slot - ₹ 7,626/-	Full Day Slots - 9 am - 5 pm 2 pm - 9 pm Half Day Slots - 9 am - 1 pm 2 pm - 5 pm 6 pm - 9 pm
Seminar Room No. 3	Theatre style sitting for 40 persons Dais for 4-5 chairs 2 microphones on the dais Podium with 1 Mike Projection screen Pre-function area	Full Day Slot - ₹ 9,969/- Half Day Slot - ₹ 6,328/-	Full Day Slots - 9 am - 5 pm 2 pm - 9 pm Half Day Slots - 9 am - 1 pm 2 pm - 5 pm 6 pm - 9 pm

Venue	Facilities Provided	Tariff (In Rs)	Full & Half day Slots Timing
Seminar Room No. 1 & 2 (clubbed together) ***Or*** **Seminar Room No. 2 & 3 (clubbed together)**	Theatre style sitting for about 100 persons Dais for 4-5 chairs 3 microphones on the dais, Podium with 1 Mike 2 Projection screen Pre-function area	Full Day Slot - ₹ 15,576/- Half Day Slot - ₹ 10,547/-	Full Day Slots - 9 am - 5 pm 2 pm - 9 pm Half Day Slots - 9 am - 1 pm 2 pm - 5 pm 6 pm - 9 pm
Seminar Room No. 1, 2 & 3 (All clubbed together)	Theatre style sitting for about 150 persons Dais for 7 - 8 chairs 4 microphones on the dais Podium 2 Projection screen Pre-function area	Full Day Slot - ₹ 20,249/- Half Day Slot - ₹ 11,358/-	Full Day Slots - 9 am - 5 pm 2 pm - 9 pm Half Day Slots - 9 am - 1 pm 2 pm - 5 pm
	For lunches and dinners arrangement for about 100 to 150 persons	₹ 21,459/-	Half Day Slots - 12 noon-4 pm 7 pm - 11 pm
Banquet Basement No. 1	Air Conditioned Space for Dinner for Approx. 60-70 persons Flexible Seating Arrangement	₹ 11,358/-	7 pm - 11 pm
Rose Garden	For Lunch And High Tea	₹ 19,470/-	12 noon - 4 pm 5 pm - 8 pm
Self Service Lounge	(i) Breakfast	₹ 2,434/-	8 am - 10 am
	(ii) Dinner	₹ 4,057/-	8 pm - 11 pm
Art Gallery (Annexe)	Individual Artist Group Shows	₹ 5,192/- ₹ 7,788/-	11 am - 7 pm 11 am - 7 pm
Art Gallery (Main)	Individual Artist Group Shows	₹ 12,980/- ₹ 19,470/-	11 am - 7 pm 11 am - 7 pm

The above facilities are inclusive of all taxes (as applicable currently) Advance booking against full payment

Effective from 1st July 2017

Audio Visual equipments are provided between 9 am to 9 pm

TARIFF OF THE EQUIPMENTS CHARGED SEPERATELY

S. No.	EQUIPMENTS		TARIFF (In Rs.)
1.	Cordless Hand Mikes (One Mike)		800
2.	Cordless Collar Mikes (One Mike)		800
3.	Audio Recording & Playback Facilities		500
4.	Mobile P . A. Systems (8 Mikes)		2000
5.	Mobile P . A. Systems (2 Mikes)		1500
6.	LCD Projectors		
(i)	3500 Lumens (CR-I, CR-II, LR-I, LR-II)	Full Day Slot	3500
		Half Day Slot	2500
(ii)	5000 Lumens (SH-I, II, III)	Full Day Slot	5000
		Half Day Slot	3500
(iii)	6000 Lumens (MP Hall)	Full Day Slot	7000
		Half Day Slot	4000
(iV)	8000 Lumens (Auditorium)	Full Day Slot	15000
		Half Day Slot	10000
7.	Spotlight		
(i)	**Auditorium** (PAR, Profile 50 Degree, PC - 1000 Watt, LED)		3200
(ii)	**For MP Hall** (PAR, Profile 50 Degree, PC - 1000 Watt, LED)		2000

Taxes on Equipment 18% (GST) *Effective from 1st July 2017*