



FEDERATION OF GUJARAT INDUSTRIES

ISO 9001:2015 Certified | 'Gold Grade' accredited BMO by NABET & QCI

FGI Business Centre, Gotri-Sevasi Road, Khanpur, Nr. Sevasi, Vadodara-391 101, Gujarat, India.

Tel : +91 265 2372901-02,03, Fax : +91 265 2372904 Email : info@fgi.co.in Website : www.fgiindia.com

FGI FACILITIES BOOKING FORM

Date: _____

| Day & Date for Which Booking Needed | | | | | | |
|--|---|--|------------------|---|------|----|
| Name of Organization / Individual | | | | | | |
| Wish to Book | Hall Details | Rent for Hall | Security Deposit | Basic Facilities Given | Time | |
| | | | | | From | To |
| | Ramanbhai Amin Auditorium Capacity: 224 people | Rs. 20,000/- per three hours shift. Rs. 1,000/- Admin Charges Rs. 2,500/- Additional Hourly charges after first 3 Hrs. | Rs. 20000 | <ul style="list-style-type: none"> • Air Conditioner • Sound System • Podium & 1 Mike • Projector & Screen • Cafeteria | | |
| | Exhibition Hall Capacity: 70 to 100 people | Rs. 10,000/- per three hours shift. Rs. 1,000/- Admin Charges Rs. 2,000/- Additional Hourly charges after first 3 Hrs. | Rs. 10,000 | <ul style="list-style-type: none"> • Air Conditioner • Cafeteria • Podium & 1 Mike • Seating Arrangement (up to 100 people) | | |
| | Board Room – 1 st Floor Capacity: up to 40 people | Rs. 10,000/- per three hours shift. Rs. 1,000/- Admin Charges Rs. 2,000/- Additional Hourly charges after first 3 Hrs. | Rs. 10,000 | <ul style="list-style-type: none"> • Air Conditioner • Sound System • Projector & Screen • Cafeteria | | |
| | Committee Room – Ground Floor Capacity: 25 to 50 people | Rs. 6,000/- per three hours shift. Rs. 1,000/- Admin Charges Rs. 1,000/- Additional Hourly charges after first 3 Hrs. | Rs. 6000 | <ul style="list-style-type: none"> • Air Conditioner • Cafeteria • Podium • Seating Arrangement (up to 50 people) | | |
| | Lawns – Front Side | Rs. 20,000/- per three hours shift. Rs. 3,000/- for every hour or part thereof. | Rs. 20,000 | Electricity Charge is Extra | | |
| | Lawns – Back Side | Rs. 10,000/- per three hours shift. Rs. 2,000/- for every hour or part thereof. | Rs. 10,000 | Electricity Charge is Extra | | |
| GST @ 18 % Extra Full amount of a hall Rent & Deposit required at the time of Booking | | | | | | |



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| BOOKING INFORMATION | | | |
|---|-------|--|-------|
| Name of the Organization / Individual | | | |
| Address | | | |
| Name & Designation of the Person | | | |
| Contact No. | | | |
| E'mail Id | | | |
| GST No. | | | |
| Purpose for taking the Premises on Rent | | | |
| If any refund, cheque should be in favour of | | | |
| FGI Bank Detail | | Account Name : Federation of Gujarat Industries Bank Name : ICICI Bank, VADODARA NEW ALKAPURI BRANCH Account No. : 436501000249, Saving Account IFSC Code : ICIC0004365 | |
| PAYMENT DETAIL | | | |
| Hall Rent + Admin Charge | Rs. | Cheque / DD No./Cash | |
| Security Deposit | Rs. | Bank Name | |
| Additional Item Charges | Rs. | Date | |
| Total Amount Received | Rs. | | |
| FOR FGI OFFICE USE ONLY | | | |
| I hereby approve for giving the premises on rent to the respective party. | | | |
| Date: | | Secretary General | |
| Hall Rent (3 Hrs.) | _____ | Sub Total | _____ |
| Addl. Hrs. Charge | _____ | GST @18% | _____ |
| Admin Charge | _____ | Taxable Amount | _____ |
| Addl. Item Charge | _____ | Advance Received | _____ |
| Sub Total | _____ | Taxable Amount | _____ |
| | | Refundable/Receivable | _____ |



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Rules & Regulations:

1. The Organization / Person taking the premises on rent will be required to pay full amount (Rent + Security Deposit) at the time of booking.
2. A booking is not considered as confirmed unless payment in full has been made. A hall that has been booked but has not yet been paid for, may be given away to another party if the other party makes payment prior to the person holding the booking.
3. There will not be any refund for less usage than booking time.
4. **Cancellation of Booking:** If the cancellation request is received prior to 48 Hrs. of the due date, then 30% of the rental amount shall be deducted as cancellation charges and rest of amount will be refunded, if cancellation is received late then no amount will be refunded.
5. The premises will not be given on rent for marriage purpose, community get-together, or for any political activities.
6. The lender will not be able to transfer the premises or sub lease to any other person.
7. Office Bearers / Secretary General in their discretionary powers may give discount in specific case.
8. **Damages:** If there is any damage pertaining to the Furniture Fixtures / Lighting / Electronic Equipment or any other FGI Property, the entire cost will be recovered from the person / organization taking the premises on rent.
9. **Ownership of Personal Belongings:**
 - All personal items brought into the auditorium, including but not limited to bags, electronics, valuables, and personal effects, remain the sole responsibility of their respective owners.
 - We strongly recommend that you take appropriate measures to secure your personal belongings during your event.
 - FGI shall not be held responsible or liable for any loss, theft, damage, or disappearance of personal belongings, regardless of the circumstances, including but not limited to theft, fire, water damage, or any other unforeseen events.
 - In the unfortunate event of loss or damage to personal belongings, please report it immediately to our staff or security personnel. While we will make reasonable efforts to assist you, we cannot guarantee recovery or compensation for your loss.
10. No Food & Drink items will be allowed to be taken inside the Auditorium.
11. If additional item required, should be informed quantity of the items at least one week before.
12. Posters and similar material must only be posted on designated areas. Material must not be fixed directly to the walls. Fine will be charged, if found.
13. **Waste Disposal & Cleanness:**
 - All users of the Hall are required to remove all waste materials from the premises on conclusion of the hire period.
 - An additional cleaning charge will be apply if the premises is not found clean by the secretariat while leaving the premises.
 - Don't use confetti / flower petals / any other celebrating material
14. Organization / person get possession of the Hall before one hour of the event.
15. In case of any dispute the decision taken by FGI will be considered as final.

AUTHORISATION

I/We have read all the rules & regulations and shall abide by the same.

Date:

Place:

Signature



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| CHARGES FOR ADDITIONAL ITEMS | | | |
|---|---------------|-------------|------------|
| Items | Charges | Require Qty | Amount Rs. |
| Cordless Mike / Wired Mike | Rs. 500 | | |
| Collar Mike | Rs. 500 | | |
| Laptop | Rs. 2000 | | |
| Projector & Screen | Rs. 2500 | | |
| Sound System (Speakers + Mixer) | Rs. 2000 | | |
| Slide Changer Remote with pointer | Rs. 200 | | |
| 1 Dias Table + 3 Revolving Chair | Rs. 1500 | | |
| 1 Coffee Table + 2 Revolving Chair | Rs. 1000 | | |
| Dias Table (Extra) | Rs. 600 | | |
| Coffee Table (Extra) | Rs. 400 | | |
| Revolving Chair (Extra) | Rs. 300 | | |
| Round Table | Rs. 300 | | |
| Serving Table | Rs. 250 | | |
| Chair (Executive Chair) | Rs. 20 (each) | | |
| Lamp (Diya) | Rs. 750 | | |
| Side Panels Set in Auditorium (4 Pannels) | Rs. 1000 | | |
| Diesel Charge (if DG in use) | Rs. 700 / Hr. | | |
| Wi-Fi Internet Connection | Rs. 250 / Hr. | | |