



CBOO CENTRE

Opp: Sharada Vidyalaya,
Kalakunj Road, Kodialbail,
MANGALORE 575003
Ph. 2493 698, 2495382

RULES GOVERNING THE BOOKINGS OF CBOO CENTRE

1. **Booking:** The bookings shall be made through filling the requisite form, providing name, address, contact number and other details. Along with the application, the applicable rentals and the security deposit amount shall be paid in full. A confirmation letter (duplicate of the application) duly signed by the representative/s of the Managing Committee shall be obtained and held with the applicants.

- **Booking of only Ground Floor shall be subject to cancellation if there shall be any subsequent booking for Silver Jubilee Hall at any point of time.**
- Partial payments are not accepted. Before occupying the hall/s, the confirmation letter issued by the CENTRE at the time of booking shall be produced before the caretaker for scrutiny.
- Hall/s shall be used ONLY for the purpose for which booking has been made.
- After the hall is taken possession, it is the responsibility of the hirer to ensure that all fittings, lights, fans, chairs etc. are kept in tact and not damaged during the function. If they are found missing or damaged, the hirer will have to pay the compensation for the damages.

No nails should be hit on the walls or stage. Gum or gum tape on the walls, windows, grills or ceiling of the building are prohibited. The hirer should keep the hall clean.

2. **Deposit:** Apart from the rentals for hall/s and the facilities, security deposit as applicable shall also be paid at the time of booking. The Security deposit will be refunded in full if there is no damage caused to the building/fittings/ furniture and fixtures etc. Any additional charges towards use of hall, facilities will be deducted from the deposit. If the payables are more than the advance payment and security deposit, the hirer will be liable to pay the differential amount.

The refund can be claimed after 3 days from the date of the function. In case of damages caused, the estimate of damages caused as assessed by the Managing Committee will be final and binding on the hirer. No claim for Security Deposit will be entertained after 30 days from the date of the function.

3. **Cancellation of Booking:** In the event of cancellation of booking refund will be made after deducting cancellation charges as herebelow:

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| a. Before one month of the programme | : 10% of booking charges |
| b. Less than a month but before a week of programme | : 30% of booking charges |
| c. Less than a week of the programme | : 50% of booking charges |

There will be no deduction on the security deposit amount. Refund will be made to the person booking the hall.

4. **Grace Period:** Grace Period of 2 hours in total is available for use of Silver Jubilee Hall / Seminar Hall. For usage of Hall/s after grace period, hourly charges as specified will be collected. In case of another scheduled programme after the time applied by the hirer, the hall shall be vacated as per schedule at the time of application to facilitate the other function. **For any reason, use of hall beyond 11.00 P.M. will not permitted. Sound system shall be stopped by 9.30 P.M.**

5. **Facilities:** Separate charges are collectible for the facilities provided as per the list. These charges are collected only if utilized. The required facilities shall be indicated at the time of booking the hall.
6. **Food: Cooking is NOT permitted in the building.** Hirers booking Silver Jubilee Hall shall use Ground Floor for serving food. Hirers booking Seminar Hall shall use the adjacent office room for serving food. Hirers booking the office room shall serve food there only. Hirers requiring only Ground Floor for serving food (with no programmes in any hall) shall pay appropriate charges.
7. **Additional Lightings:** Miniature lightings behind the stage and on the decorative mount of the Silver Jubilee Hall are available at a charge. For additional lighting of the hall or building etc. the party shall bring separate generator at their own cost after approval by the Committee.
8. **Sound System:** Sound system, CD Player and cassette player are available on request and at appropriate charges. If the party needs additional/separate sound system, the same shall be intimated at the time of booking the hall.
10. **Generator:** Charges for generator will be levied at applicable rate only in case of use. Charges will be on hourly basis and a part of an hour will be treated as full hour. Additional Generator provided by an approved electrician of the CENTRE may be brought by hirer.
11. **Other Conditions:**
 - a. Decorative electrical lights can be used at the hall ONLY with the permission of the CENTRE and such arrangement is permitted only if the services of the approved electrician of the CENTRE are availed.
 - b. Food items left over, plantain leaves used for serving the food, disposable plates/cups/glasses should not be thrown around the premises of the building or the neighbourhood; the hirer shall arrange to dispose the same.
 - c. Use of alcoholic drinks in the building premises is strictly prohibited.
 - d. Hirers should ensure that water and electricity are not wasted by hirers' guests/invitees.
 - e. Hirer should ensure that the vehicles pertaining to his group / guests entering the building premises will not affect the free movement of other vehicles. Vehicles should not be parked on the approach road to the CENTRE.
 - f. If the payables are more than the advance payment and the security deposit the hirer will be liable to pay the differential amount.
 - g. Hirers or their invitees are not permitted to sleep in the hall. Rooms/dormitory facility may be availed for the same as per the rules governing occupation of the rooms/dormitory.
12. **Complaints, if any, may be given to the Secretary, CBOO CENTRE.** Co-operation of the hirer is solicited in all matters and especially in maintaining cleanliness and timings.
13. The Managing Committee reserves the right to admission and use of the CENTRE. The decision of the Managing Committee will be final regarding any condition governing the use of facilities available at the CENTRE.
14. For enquiries/details please contact **9845677217** (Ekanath Baliga), **9449923291**(Raghunath Kodical), **2493698** (Vinayak Shenoy).

RULES GOVERNING STAY AT GUEST ROOMS AT CBOO CENTRE

1. Management Committee governing CBOO CENTRE reserves the right to allot/deny admission to guest rooms/dormitory to any person.
2. The allotment of rooms or dormitory will be only with the booking of any of the Halls; confirmation of the room/dormitory bookings will be given only 15 days prior to the scheduled date of the programme.
3. Consumption of Alcohol/Alcoholic beverages / liquors is prohibited in the premises of CENTRE.
4. Guest Rooms will be available for not more than 5 days at a stretch. Extension, if any, will be on the basis of availability and decision of the Managing Committee will be final in this regard.
5. Bed charges will not be levied in respect of Children below 5 years. Full charges will be collected in respect of children of 5 years and above.
6. Main gates of CENTRE will be closed between 10.00 p.m. to 6.00 a.m. Occupants shall give prior information to the staff at the CENTRE for moving in/out during this period.
7. Morning Tea will be served at the centre on request and at cost.
8. Occupants will be responsible for the safe return of the keys of the room/s and that of the locker/s allotted to them. Occupants shall take care of their cash and valuables during their stay at the CENTRE. Staff or Management Committee shall not be responsible for loss/damage to belongings.
9. When any male occupant desires exclusive room for stay (1 or 2 persons - both male), he shall pay full room charges at the applicable rates (i.e., if he occupies 3 bed room, charges applicable to 3 persons shall be paid; if he occupies 4 bed room, he shall pay charges applicable to 4 persons).
10. Vehicles of the occupants may be parked in the premises with prior information/permission.

