

**No.145-ITPO(63)/BDD/2023**  
**India Trade Promotion Organisation**

October 26, 2023

Office Order No.Admn/ 847 /2023

**Subject : Rentals and Booking Policy for Bharat Mandapam, Pragati Maidan, New Delhi**

In supersession to the earlier Office Order dated 05<sup>th</sup> October, 2023 on the above noted subject, the Licence Fee and Terms and Conditions in respect of booking of various facilities at the Bharat Mandapam (Convention Centre) in Pragati Maidan for organization of events/conferences will be as under :

Venue	Set up Full Day Tariff (Rs.)	Event Day Tariff	
		Full Day Tariff (Rs.)	Half Day Tariff (Rs.)
<b>L I</b>			
a) Meeting Rooms (200 pax.)	80,000	1,30,000	80,000
b) Meeting Rooms (100 pax.)	35,000	60,000	35,000
c) Meeting Rooms (50 pax)	25,000	40,000	25,000
d) PM Room (Premium Complex)	1,80,000	3,00,000	1,80,000
<b>L II</b>			
a) Auditorium(900 pax.)	3,00,000	5,00,000	3,00,000
b) Auditorium (600 pax.)	2,40,000	4,00,000	2,40,000
c) Summit Room	7,20,000	12,00,000	7,20,000
d) Leaders' Lounge	5,00,000	8,00,000	5,00,000
<b>L III</b>			
a) Plenary Hall (3000 pax.)	9,00,000	15,00,000	NA
b) Multifunction Hall (4000 pax.)	15,00,000	25,00,000	NA
Open Air Amphitheatre	1,20,000	2,00,000	1,20,000
Pre-Function Area within Convention Centre Building, Business Centre and other venues/areas	To be used for mini exhibitions or for organizing hi-tea / meals etc. For this purpose, a tariff of Rs.100 per sq. mtr./per day will be charged.		



2. **Payment Terms, Surrender and Cancellation:**

i) **Payment Schedule :**

S.No.	License fee Payable	Percentage of Licence fee/ Tariff Payable	Cumulative Licence fee/ Tariff Payable
1	On Booking	5%	5%
2.	Two year before the start of the tenancy	5%	10%
3	One year before the start of the tenancy	7.5%	17.5%
4.	Eight months before the start of the tenancy	17.5%	35%
5.	Four months before the start of the tenancy	15%	50%
6.	15 days before the start of the tenancy	50%	100 %
7.	Payment of Refundable Contingency Charges - 15 days before the start of the tenancy	10%	100% + Facilities + Services + 10%

ii) **Cancellation/Surrender Charges :**

In the case of cancellation/partial surrender of venue, the following charges will be levied :

Event period (notice period to be taken from the date of the tenancy)	Compensatory Payment as % of License fee/Tariff for surrendered space.
366 days and above	3%
271 - 365 days	7.5%
181-270 days	15%
91-180 days	30%
16-90 days	45%
0-15 days	100%

3. **Rescheduling of Events:**

The event organizer will be permitted to reschedule the event provided the committed/estimated license fee of the event as per the payment schedule, mentioned above, has been paid. The proposed re-scheduling should be for the same quantum of area booked in terms of same size and number of days of the event. In the event of shortfall, the following charges have to be paid before such rescheduling :

Notice period from the date of the start of the tenancy	Rescheduling Charge for private events (Differential tariff)	Rescheduling Charge for Government events (Differential tariff)
Before 181 days	25%	12.5%
Before .16-180 days	50%	25%
0-15 days	100%	50%

In case, there is rescheduling of the date of the event, then the rescheduling charges at the rate of 10% of the total license fee (originally booked) will be applicable. In addition, in case change of venue is also requested, the rescheduling charges at the rate of 10% of the total license fee (originally booked) will be applicable subject to the condition that the request should reach ITPO 15 days in advance (in case rescheduling is for the date and for the venue, 20% of the total license fee will be applicable). In case the request received in less than 15 days of the event start date for cancellation, 100% penalty will be charged.

**4. Delay Payment Charges:**

In case of delayed payment of the due installments, charges @ 3% per month on the due amount will be levied.

**5. Timings for the Tenancy:**

The timing for the full day tenancy will be from 10.00 a.m. to 10.00 a.m. (next day). The timing for the half a day's tenancy will be from 4.00 a.m. to 3.00 p.m. (11 hours) and/or 4.00 p.m. to 2.00 a.m. (10 hours). In case there is delay in vacating the premises on booking beyond 11 hours/10 hours respectively, a charge of full day will be levied.

**6. Complimentary Brandings will be allowed as per the following:**

Meeting Room	Number of Brandings outside the Bharat Mandapam and open area.
50 pax	2
100 pax	4
200 pax	4
600 pax	8
900 pax	8
Plenary Hall	8 + 1 Stage Backdrop/Branding
Multi Function Hall	12 + 1 Stage Backdrop/Branding

In addition to above, Organizers can place route signage en-route the venue subject to prior written approval of ITPO. Any branding in violation of above shall, inter alia, attract a penalty of Rs. 5,000/- per branding/per day.

Over and above the branding numbers mentioned above, no branding shall be allowed. All brandings have to be pre-fabricated/printed and brought to the site complete in all respect except assembling and affixed/putting up at the site.

**7. All rentals and services are excluding of GST and other applicable taxes. (GST will be charged on the above license fee/rates as per Government of India guidelines).**



## 8. Terms and Conditions for Booking

### General Conditions

- i. The venue will be provided on "First come and First Serve basis". Booking will be confirmed only after the advance payment is made to ITPO. However, ITPO reserves the right to refuse/cancel or shift any booking for optimum utilization of the Convention Centre. The decision of ITPO in the matter shall be final and binding on the event organizer booking the Venue. ITPO shall not be liable for any damages /losses incurred by the event organizer due to the same. Reservation/Booking of Convention Centre shall not confer on the allottees any right of tenancy of the premises.
- ii. The organizers must abide by the Terms and Conditions prescribed by ITPO for the activity undertaken meticulously. The event organizer shall also be liable for any tax/fine/penalty etc. in case of any violation of Terms and Conditions.
- iii. In case the event organizer is not able to use the space allotted due to non-production of required license/NOC/statutory approval or failure of electricity due to fire/strike/earthquake/flood or an act of God/war, ITPO shall not be held liable for any consequences, damages, refund, or any other losses etc.
- iv. Installation of any tent in open area or use of open areas is not allowed without prior approval from ITPO. In case of any misuse of the open areas, the event organizer shall be liable for consequential action as decided by ITPO.
- v. The event organizer shall be allowed to use only the booked spaces of the Convention Centre. In case the event organizer is required to utilize any other additional space, the same shall be done only with the prior approval of ITPO.
- vi. The event organizer shall solely be responsible for the behaviour of its staff/vendors/agencies/guests etc. within the ITPO premises. The event organizer shall be liable for any liabilities arising on account of breach/violation/misconduct/negligence/nuisance etc. caused by its staff/vendors/agencies/guests etc. and shall indemnify ITPO for the same.
- vii. In the case of any important and urgent programme as notified by the Government of India or its agencies, ITPO reserves the right to cancel the booking without any prior notice. The decision of ITPO in this regard shall be final and binding on the event organizer and ITPO shall not be liable for any damages/loss incurred by the party/organization due to the same.



- viii. The event organizer is not allowed to sublet or further offer the Venue booking to any third party. The event organizer shall not assign, transfer or sub-contract its rights and/or obligations under these Terms and Conditions.
- ix. ITPO reserves the right to change the Terms and Conditions without any prior notice to the event organizer. The event organizer must agree to these amended/revised Terms and Conditions with respect to the Venue booking approved by ITPO.
- x. The event organizer shall undertake not to use the Venue for any other purpose other than those for which the booking has been confirmed by ITPO.
- xi. The event organizer acknowledges that the event to be conducted at the Venue is not endorsed by ITPO.
- xii. The organizer shall be responsible for submitting applications, for booking of event space, payment of booking amount, payment of all charges 15 days before the event.
- xiii. The event organizer shall nominate a nodal person to act as SPOC for communication/liason with ITPO for the event. Any communication carried out with the said nodal person shall be deemed to be a valid and sufficient communication with the event organizer as a whole.
- xiv. Green area near the Convention Centre shall not be booked/used.
- xv. Smoking/drinking is strictly prohibited inside the Convention Centre premises and on stage. No briefcase/bag/tiffin/cameras/drinking water bottles etc. are allowed inside the premises. The event organizer booking the space must ensure that the restrictions are strictly adhered to.
- xvi. Liquor is not allowed to be served/consumed within the premises of the Convention Centre.
- xvii. Final Invoices to the event organizer shall be issued within 30 days of the conclusion of the event by ITPO.

## 9. Vendor

- i. India Tourism Development Corporation Ltd. (Ashok Events Division) is the sole event management agency empanelled by ITPO, as of now, for fabrication/preparation of the VIP event. No other event management agency shall be allowed to carry out any activity for the event.



- ii. Nailing on stage/podium/dais/wooden flooring/partition etc., pasting of posters or fixing any decorative material in and on the inner or outer walls of the Convention Centre Complex is strictly prohibited.
- iii. No outside food package or eatable or drinks are allowed to be brought inside the Convention Centre. The catering will be undertaken only through the ITPO empanelled vendor, that is ITC Ltd., available for the Convention Centre.

#### 10. Housekeeping

- i. The event organizer must ensure the highest standards of sanitation, hygiene, and cleanliness in the usage of the ITPO premises.
- ii. It shall be the sole responsibility of the event organizer to ensure that the garbage is disposed off at the designated places only.
- iii. The ITPO premises is a tobacco-free and spit-free zone. Chewing tobacco, paan/betel leaf, chewing gum is not allowed in the ITPO premises. Any incident of spitting by the event organizer or its vendors/agencies shall attract a fine of Rs. 1,00,000/- (Rupees One Lakh) per incident. In addition to the above, the event organizer will also be liable to legal action under the Prevention of Damage to Public Property Act, 1984.
- iv. The usage of grass, sawdust, finely cut petals, etc. are completely prohibited inside the premises as they interfere with the working of critical electronic equipment. Any violation by the event organizer or its vendors/agencies shall attract a fine of Rs. 5,00,000/- (Rupees Five Lakhs) per incident. In addition to the above, the event organizer will also be liable to legal action under the Prevention of Damage to Public Property Act, 1984.
- v. Use of saw and/or drilling of wood, welding and such like activities are completely prohibited inside the premises. Any violation by the event organizer or its vendors/agencies shall attract a fine of Rs. 5,00,000/- (Rupees Five Lakhs) per incident. In addition to the above, the event organizer will also be liable to legal action under the Prevention of Damage to Public Property Act, 1984.
- vi. The event space or/and common areas used by the event organizer or its vendors/agencies must be cleared/cleaned up after use. Any items/materials/equipment/ etc. brought by the event organizer shall be removed from the event space and any other common areas post event at the earliest. The event organizer shall ensure that the Venue used is clean, undamaged and free from waste material/litter. In case any litter is found lying around post event, cleaning charges shall be deducted from the security deposit.



vii. The event organizer must ensure that the branding at the event is done only after consultation and approval from ITPO at the designated spaces as specified by ITPO.

viii. The event organizer must ensure that the process of Installation and Uninstallation of branding and advertising material/board shall be carried out diligently without causing any collateral damage to any property of ITPO.

11. Layout and Movement Plan

- a. The event organizer must ensure that entry of persons to the event space shall not exceed the number of seats/carrying capacity of the booked space.
- b. The event organizer must ensure that the adequate signages are placed at appropriate locations for ease of movement and smooth functioning of the event.
- c. The event organizer must provide the detailed event layout plan along with the movement plan of goods and people to ITPO prior to the event.
- d. The event organizer must ensure that the movement of all the goods is carried out from the back of the house in the Convention Centre and by using dedicated cargo lifts within the Convention Centre.

12. Security and Disaster Plan

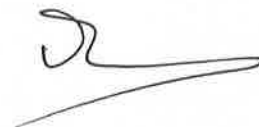
- a. ITPO shall not be held liable for any losses/damages to the life and property of the event organizer including its staff/vendors/agencies/guests etc.
- b. Any requirement of ushers/management of entrances etc. shall be the responsibility of the event organizer and they will solely be responsible for crowd management, maintenance of proper law and order, traffic control, etc. The event organizer must deploy an adequate number of volunteers/nodal persons, to man the halls and define strategic points during the event. In addition, the deployed people must also be well versed with the defined passages, including all entry and exit points.
- c. Portable fire extinguishers, fire brigade, fire guards in sufficient numbers as per the expected footfall must be placed at the place of the event by the event organizer.
- d. The event organizer must deploy sufficient number of Ambulances and medical teams at vantage points so as to cater to any medical situation without any loss of time. It is emphasized that all high footfall points viz. entry gates, lunch venues, meeting/seminar rooms, exhibition halls etc. must be adequately covered.



- e. The event organizer shall ensure that any temporary electrical fitting/connection set up for the event should be properly affixed, covered with adequate insulation, and safe for usage from all angles.
- f. The parking plan - parking lots, adequacy, entry exit in and from the parking bays should be clearly planned for the event. It shall be ensured by the event organizer that the parking plan caters for unhindered ingress and egress for emergency vehicles. The usage of shuttle vehicles must also be factored in the overall parking plan by the event organizer.
- g. Proper illumination must be made at the place of function, especially at high footfall points.
- h. The event organizer shall share the minute-to-minute programme, approximate number of invitees/likely visitors, entry-exit plan for the attendees, parking plan, etc. with ITPO at least 48 hours before the opening of the event.
- i. The event organizer shall ensure that the space under the fire curtains, exit gates, passages for movements, etc. shall not be obstructed in any manner whatsoever.
- j. The event organizer shall ensure that no materials are stacked/stored on the staircases/ramps/escalators/lifts that can hinder the free flow of movement of people.
- k. No open fire/inflammable material/smoke effect will be allowed within the premises. No weapons are allowed within the Convention Centre.

13. Utilities

- i. The event organizer shall intimate ITPO about any additional utility requirements beyond the facilities/utilities already available at ITPO during the pre-event meeting. The event organizer shall provide a detailed requirement plan and ensure provision in a way that does not compromise people's safety, entry and exit movement, and premise's aesthetic features.
- ii. The event organizer shall intimate ITPO the schedule of AC requirement/ water connection etc. in the pre-event meeting.
- iii. The requirements for additional facilities with respect to Audio Visual equipment beyond the facilities already available at ITPO should be intimated in the pre-event meeting.
- iv. The event organizer shall ensure the provision of adequate cloak room facility at the event venue.





14. Miscellaneous

- i. The event organizer must ensure that participants/delegates are confined to the venues booked for them for meeting/catering arrangements.
  - ii. The event organizer must ensure that any adjacent events being held in the Convention Centre are not hindered by their events.
  - iii. The event organizer hiring the spaces shall obtain NOC/permissions/licenses etc. from the office of DCP(licensing), Delhi Police, Electrical Inspector, Government of NCT of Delhi, Delhi Fire Service etc. or any other licenses/permissions required for the purpose of organizing the event from time to time. A copy of the same shall be submitted to ITPO by the event organizer well in time.
  - iv. ITPO reserves the right to cancel the event and/or forfeit the security deposit and/or impose a penalty up to 50% (fifty percent) of the total invoice value in case of any damage/loss and/or breach/violation/misuse of any of the Terms and Conditions by the event organizer.
  - v. The event organizer shall indemnify ITPO for all the loss incurred by ITPO and reimburse all expenses incurred by ITPO resulting from the breach of its obligations under these Terms and Conditions. In case of any damage to the property during the Event, the same has to be borne/paid by the event organizer.
15. The rental policy is subject to review from time to time depending upon the market dynamics.
16. In case of any disputes due to interpretation of the above, the decision of CMD, ITPO will be considered as final. CMD ITPO shall, in exceptional circumstances, be empowered to relax some provisions of the policy subject to ratification by the Board.
17. The revised rentals will be applicable from 04.10.2023.
18. This issues with the approval of the Competent Authority.

  
(Devender Pal)  
General Manager

To :

- i) All the Event Organisers
- ii) GM(F&B/IT)
- iii) OSD(Admn)
- iv) GM(FS-I/II)

- v) GM(Law)/CS
- vi) GM(Security)
- vii) GM(Works)
- viii) GM(D&DD)
- ix) FA&CAO
- x) GM(BDD)
- xi) All officers and officials of BDD and Revenue Section
- xii) Web update and online portal team - for necessary action

Copy for information to :

- i) PSO to CMD
- ii) PS to ED
- iii) PS to ED(P)

A handwritten signature in black ink, consisting of a stylized, cursive script that is difficult to decipher. It appears to be a personal signature rather than a printed name.