

**SCIENCE CITY**  
**(National Council of Science Museums)**  
**J B S Haldane Avenue, Kolkata – 700 046**

**GENERAL INFORMATION FOR USE OF CONVENTION CENTRE FACILITIES**  
**/ OPEN EXHIBITION GROUND OF SCIENCE CITY, KOLKATA**

1. The convention centre facilities, comprising Grand Theatre, Mini Auditorium and eight Seminar Halls and open exhibition ground are available for use only by scientific, cultural and other organisations of repute for such programmes on payment in advance of prescribed service & maintenance charges of Convention Centre/open exhibition ground in full and for the purpose for which it has been booked. Convention Centre is not available for social (private uses) programmes such as marriage, reception, birth day celebration or similar activities, or for political meetings. Science City authorities reserve the right to refuse or cancel permission for use of the facilities by any organisation without assigning any reason.
2. Convention Centre facilities can be used for holding meetings, seminars, science, art or culture; for holding press conferences, annual general meetings of companies/commercial organisations or other business houses; for holding buyer-seller meets, launching/promoting various products; for programmes related to performing arts viz. Music, dance, opera, ballet, orchestra, film, theatre, yatra, magic show, puppet show, mime etc.
3. A total of 2232 seats in Grand Theatre (Main Auditorium), 392 seats in Mini-Auditorium and 524 (all seminar halls together) shall be available for the programmes. Ten seats marked specially shall always remain reserved for Science City in the Main Auditorium and Mini Auditorium respectively.
4. Organisations using Convention Centre shall be allowed to display banners/posters/charts etc free of charge for the day of programme at the location earmarked for this purpose. However if additional banners/posters/gates are displayed/erected in places other than earmarked places, those will be charged extra as per approved rates of Science City. Display of any such banner/poster/chart at other places without prior approval/permission of Science City shall be removed without any notice given to the organisers. No banner/display shall have any commercial overtone except the name of sponsors, if any.
5. Erection of temporary gates or hoarding along the boundary wall of Science City or at the entry gates is not permitted. However 5 nos. hoarding space of 16 ft. x 8 ft. size along the main road (J.B.S Haldane Avenue) are available on chargeable basis subject to availability of space.
6. For all programmes, the organisers shall be responsible for ensuring that no spectator over and above the figures mentioned in item 3 above are allowed entry inside the Grand Theatre (Main Auditorium) or Mini Auditorium, failing which Science City authorities shall be at liberty to disallow continuance/starting of the programme. This restriction is to be meticulously followed for reasons of safety and security of the audience and auditoria.
7. Organisations using the Convention Centre shall ensure that no damage is done to any of the Science City properties. Any loss or damage caused for mishandling of the furniture, equipment, fittings, lighting/audio systems, stage etc. shall be fully and financially compensated to Science City. The technical & financial assessment of such damage/destruction to the property of Science City by the authority of Science City shall be final & binding on the organisers of the event/programmes.
8. Use of fire or any chemicals which may cause fire, smoke or pollution on the stage of the auditoria and inside the auditorium or seminar hall is strictly prohibited. Use of smoke creating machines are not permissible on stage without prior written approval of the Science City authority.

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9. No food or drink is allowed inside any of the auditoria or seminal halls. Tea/coffee/cold drinks/snacks can be served only from the nearby Kiosks or in the foyer of the Seminar Hall. Catering/vending of food or drink is allowed only in certain earmarked areas. Liquor is not allowed to be served or consumed inside Science City campus.

10. No additional light fitting or sound reinforcement over and above those existing in Convention Centre will be permitted. If for any particular programme such additional facilities are absolutely essential, prior permission in writing must be obtained from Science City for bringing in and installing such items of equipment. However, for such additional power, if provided, from Science City's power supply, limited upto 10 KW, additional charges shall be levied on actual consumption basis which, shall be recorded through suitable meeting device. For all additional requirements, beyond 10KW, the organiser shall arrange for their own generator set.

11. For every equipment or material, to be brought in to the Science City campus to facilitate the programme, the user shall obtain an Entry Pass in the approved proforma (Annexure "C") and signed by an authorised officer of Science City. This Entry Pass is to be validated by the security staff of Science City during the entry of such materials and shall be produced again before the materials are taken out, failing which such materials can not be taken out.

12. Only Science City personnel are allowed to handle equipment/furniture belonging to Science City viz. sound and light control, speakers, consoles etc. and furniture like chairs, tables etc. No representative of the organisation using the auditoria shall be allowed to handle such things without prior approval of Science City authorities. However if handling of lighting or audio control system, by the authorized representative of the organisation is absolutely essential for a particular programme, it can be allowed with prior permission of the competent authority of Science City.

13. For security reasons no baggages are allowed inside the auditoria & seminar halls.

14. Usage of Plastic and Polythene bags inside the convention centre is strictly prohibited and the same should be mentioned on tickets/Invitation cards for the show.

15. Reservation of any facility in Science City can be confirmed only after full payment of all dues as per bill raised by Science City and signing of indemnity bond. Science City shall endeavour to keep all seats and facilities in tidy and useable condition. However, no refund shall be made for defects in seats or any interruption of service, unless the electric power is interrupted for unduly long time. In case of unforeseen disruption of electric supply or failure of air-conditioning system or malfunctioning of any other equipment or services which is beyond the reasonable control of Science City, it shall not confer the organiser of the event any right to get refund of service charges or any compensation or damages whatsoever. In case of any temporary disruption of CESC's power supply, utmost effort will be made to supply power through the standby generator for operating the lighting and sound system only. No air-conditioning facility can be provided during load shedding/power disruption period.

16. Convention Centre shall be made available to the organisers half-an-hour before scheduled start of programmes and shall have to be vacated within half-an-hour of the scheduled close of programmes, failing which proportionate service & maintenance charge shall be deducted from the security deposit of extra period of use at the appropriate rate.

17. If any programme continues or is likely to continue beyond the time specified in the booking then prior deposition of money for extra hours of usage is necessary at least one hour before the ending of the period for which the Convention Centre is booked, failing which Science City authorities shall discontinue the programme at the scheduled time of booking as per schedule.

18. The user shall clearly indicate the purpose of use or the nature of the programme in their communication requesting booking of the facilities. No change shall be made in this respect subsequently.

19. On receiving the provisional allotment of booking, the users shall deposit the service & maintenance charge for use of the Convention Centre facilities/open exhibition ground in draft/cash in favour of Science City, Kolkata as mentioned in the allotment letter failing which, booking will automatically be cancelled without any further reference.

20. Organisations which use the Convention Centre facilities shall be responsible to obtain necessary permission from Agricultural Income Tax Office, Amusement Tax Office of KMC and other statutory authorities viz. Indian Performing Right Society, Phonographic Performance Limited etc. for holding the programme in Convention Centre of Science City and these permissions must be submitted to Science City seven days before the date of the programme failing which they will be denied to use the Convention Centre and the service & maintenance charges deposited with Science City for the said programme shall be forfeited without further reference to this matter. The organisers shall also indemnify Science City from any loss, compensation, damages, legal, monetary or any other harassment due to violation of any order or act as applicable sustained due to noncompliance of such statutory requirements.

**Please Note :** The booking will be confirmed only after receiving 'No Objection Certificate' from the Office of Superintendent of Police, South 24 Paraganas well in advance from the date of programme due to security reasons.

**21. Payment for booking :**

<b>Booking</b>	<b>Payment to be made</b>
(a) Within three months prior to the date of use.	100% of total charges
(b) Beyond three months prior to the date of use.	60% of total charges and balance amount shall be paid in 90 days before the programme.

**22. Cancellation of booking:**

<b>Date of cancellation</b>	<b>Amount to be forfeited</b>
(a) Not less than 30 days prior to the date of use.	10% of total service & maintenance charges
(b) More than 15 days but less than 30 days prior to the date of use.	50% of total service & maintenance charges
(c) More than 48 hours but less than 15 days prior to the date of use.	80% of total service & maintenance charges
(d) Below 48 hours prior to the date of schedule use.	100% of total service & maintenance charges
(e) If the booking is cancelled after payment of token amount (i.e. less than total service & maintenance charges) as an advance.	No refund

23. Postponement/preponement, i.e. changes of date of booking subject to availability of date & time will be allowed for one occasion only without any extra charges. However if it is for more than one occasion the previous booking will be treated as cancelled and the new date shall be treated as a fresh booking and cancellation charges, as applicable, shall be levied.