

**ORDER**

**Subject: Regarding fixation of charges for allotment of space at Kala Kendra, Silvassa and Dr. APJ Abdul Kalam College, Dokmardi Silvassa.**

**Ref: (i) No. DNHPDA/105(57)/committee/KK-SAB/2022/894 vide Dtd. 22/12/2023**

Whereas, the Auditorium and Banquet Hall at Kala Kendra building and Auditorium building near Dr. APJ Abdul Kalam College Campus Dokmardi is an important asset and gathering venue in the Silvassa city.

Whereas, premises should be utilized for conducting gatherings, seminars, presentations, visit of government dignitaries etc. for the private / general public and government departments.

Therefore, I, Member Secretary, Dadra Nagar Haveli Planning and Development Authority with prior approval of Chairman, DNHPDA do hereby order that following charges shall be applicable for conducting various events on Kala Kendra building and Auditorium building near Dr. APJ Abdul Kalam College Campus Dokmardi and charges mentioned against the events shall be collected on each function which is annexed hereby as **ANNEXURE- I to IV.**

**Enclosed:**

- Annexure I : Regarding fixation of charges for allotment to Govt. Entities for space at Kala Kendra building and Dr. APJ Abdul Kalam College, Dokmardi, Silvassa.
- Annexure II : Regarding fixation of charges for Private /General Public to allotment of space at Kala Kendra building and Dr. APJ Abdul Kalam College, Dokmardi, Silvassa.
- Annexure III : Terms and Conditions for all allotments space of Kala Kendra, Silvassa and Dr. APJ Abdul Kalam College Dokmardi Silvassa.
- Annexure IV : Uses of allotted space of Kala Kendra, Silvassa and Dr. APJ Abdul Kalam College Dokmardi Silvassa.

Sd/-  
Member Secretary,  
DNHPDA, Silvassa

## ANNEXURE – I

Regarding fixation of charges for allotment to **Govt. Entities** for space at Kala Kendra building and Dr. APJ Abdul Kalam College, Dokmardi, Silvassa.

Sr. No	Building Description	Location	Capacity of person in Nos.	Rate/Day for Govt. departments (in Rs.)	Rate/Day for pre preparation (i.e. 30% fees of the event date)	Rate/Day for venue handover (i.e. 30% fees of the event date)	Deposit/Day (Refundable) in Rs.
1	2	3	4	4	5	6	7
1	Kala Kendra Building, Silvassa	Auditorium Hall	202	20,000/-	6,000/-	6,000/-	5,000/-
2		Banquet Hall 1	150-200	10,000/-	3,000/-	3,000/-	5,000/-
3		Banquet Hall 2	150-200	15,000/-	4,500/-	4,500/-	5,000/-
4		Banquet Hall 3 & 4 (each)	75	5,000/-	1,500/-	1,500/-	3,000/-
5		Open Air Amphitheatre	120-150	5,000/-	1,500/-	1,500/-	5,000/-
6		Bride Room 1 & 2 (each)	2	1,200/-	360/-	360/-	1,000/-
7		Groom Room 1 & 2 (each)	2	1,200/-	360/-	360/-	1,000/-
8	Dr. APJ Abdul Kalam College Dokmardi, Silvassa	Auditorium Hall	1624	30,000/-	9,000/-	9,000/-	5,000/-
9		Open Air Amphitheatre along with Pavilion	3000	20,000/-	6,000/-	6,000/-	5,000/-
10		Exhibition Hall	250-300	15,000/-	4,500/-	4,500/-	5,000/-

The Tax/ GST are included in Annexure: I & II that shall have to be paid by the applicant's. Such Tax/ GST charges shall be collected by the DNHPDA from the applicant's including with the rent and in turn shall pay to the concern authority.

**ANNEXURE – II**

Regarding fixation of charges for **Private /General Public** to allotment of space at Kala Kendra building and Dr. APJ Abdul Kalam College, Dokmardi, Silvassa.

Sr. No	Building Description	Location	Capacity of person in Nos.	Rate/Day for Private /General public (in Rs.)	Rate/Day for pre preparation (i.e. 30% fees of the event date)	Rate/Day for venue handover (i.e. 30% fees of the event date)	Deposit/Day (Refundable) in Rs.
1	2	3	4	4	5	6	7
1	Kala Kendra Building, Silvassa	Auditorium Hall	202	30,000/-	9,000/-	9,000/-	10,000/-
2		Banquet Hall 1	150-200	20,000/-	6,000/-	6,000/-	10,000/-
3		Banquet Hall 2	150-200	30,000/-	9,000/-	9,000/-	10,000/-
4		Banquet Hall 3 & 4 (each)	75	10,000/-	3,000/-	3,000/-	5,000/-
5		Open Air Amphitheatre	120-150	10,000/-	3,000/-	3,000/-	10,000/-
6		Bride Room 1 & 2 (each)	2	3,000/-	9,00/-	9,00/-	1,500/-
7		Groom Room 1 & 2 (each)	2	3,000/-	9,00/-	9,00/-	1,500/-
8	Dr. APJ Abdul Kalam College Dokmardi, Silvassa	Auditorium Hall	1624	60,000/-	18,000/-	18,000/-	10,000/-
9		Open Air Amphitheatre along with Pavilion	3000	40,000/-	12,000/-	12,000/-	10,000/-
10		Exhibition Hall	250-300	25,000/-	7,500/-	7,500/-	10,000/-
11	Commercial use like Bussiness/ Exhibition/ Sale related events	Allow in Banquet Hall 1 & 2	150-200	40,000/-	12,000/-	12,000/-	10,000/-

The Tax/ GST are included in Annexure: I & II that shall have to be paid by the applicant's. Such Tax/ GST charges shall be collected by the DNHPDA from the applicant's including with the rent and in turn shall pay to the concern authority.

### ANNEXURE – III

#### Terms and Conditions for all allotments space of Kala Kendra, Silvassa and Dr. APJ Abdul Kalam College Dokmardi Silvassa.

1. The applicant shall manage all the parking arrangements of their guests by their own and shall not park the vehicles at service roads / main road. The applicant must not tamper with any of the car park systems, including access control, ventilation, fire protection, surveillance and communications in the parking area.
2. The applicant shall ensure that they shall maintain the floor and premises of the Banquet hall clean by avoiding littering of food materials over the wooden floors, by sufficient provision of waste bins etc.
3. The applicant shall be responsible for maintaining cleanliness and hygiene during and after completion of function at the allotted space area and all used premises. If the same is not maintained and cleanness is not observed by the component authority, and penalty shall be levied amounting to Rs. 5000/- and the security deposit submitted to the department shall be forfeited without any further explanation.
4. The applicant shall not stick any adhesive based posters in the entire premises.
5. The applicant shall ensure that there shall not be any damages to the assets such as Auditorium and Banquet Hall/Exhibition Hall space, Acoustic wall panels, lighting components, floor carpets, stage platform, mic podiums, projectors, lighting Components and its accessories, Audio sound system and accessories, seating chairs, V.I.P chairs, recliners, electrical connections, main stage accessories, viewers chairs at Pavilion area, seating steps at Open air Amphitheatre area etc. of the allotted space area/ premises.
6. The penalty of Rs. 100/- per Sq. Mt is imposed in case the applicant has not taken the permission and approval from the competent authority for utilizing the extra open space (Outer space) occupied for function other than allotment space.
7. Havan, Pooja, Outdoor cooking, Tandoor etc. is prohibited in the Extra Open Space (Outer Space).
8. The entire premises shall be available from 7:00 AM to 10:00 PM only.
9. The applicant shall obey the timing orders and failing to do so, shall lead to forfeiture of the deposit submitted by the applicant.
10. Havan, Pooja, Katha, Crackers etc. shall not be allowed and is strictly prohibited in Auditorium Hall, Banquet hall, Exhibition Hall, Bride room and Groom Room. The same shall only be allowed in Open Air Amphitheatre with all the preventive measures.
11. Eating and drinking is strictly prohibited inside the Auditorium Halls and if found, the applicant shall have to pay a penalty amount of Rs. 5000/- to the concerned department.
12. After receiving or informing the applicant about the Allotment Order, the payment should be done within a week by the applicant. If the applicant fails to do so, the booked date / allotted date shall be considered as **cancelled** without any intimation and same shall be allotted to the other applicant in the queue.
13. If the applicant has to change their booked date / allotted date, 25% shifting charges shall be applied.
14. If the applicant has to cancel their booked date / allotted date, 50% Cancellation charges shall be applied and the remaining amount shall be transferred to the applicant by the department.
15. If the applicant has to cancel their booked date / allotted date before 1 week, in that case 100% Cancellation charge shall be applied.
16. Smoking, drinking of alcohol, non-vegetarian food, chewing of tobacco is strictly prohibited in the entire premises and if found, you shall have to pay a penalty amount of Rs. 5000/- and also the security deposit submitted to the department shall be forfeited without any further explanation.
17. Violation or lapses found in any of the above conditions by the applicant, the competent authority has the right to take necessary action or by imposing the penalty as assigned thereof.
18. The DNHPDA reserves the right to cancel the allotment of space at Kala-Kendra, Auditorium and Banquet Hall in case of any government functions without assigning any reason thereof.

**ANNEXURE – IV****Uses of allotted space of Kala Kendra, Silvassa and Dr. APJ Abdul Kalam College Dokmardi Silvassa.**

Sr. No	Building Description	Location	Capacity of person in Nos.	Uses
1	2	3	4	5
1	Kala Kendra Building, Silvassa	Auditorium Hall	202	Public gatherings, Government gatherings, Seminars, engagement / reception functions, Cultural functions and events, Official meetings of private companies / organizations, Theatre / Play shows, Educational Seminars.
2		Banquet Hall 1	150-200	Public gatherings, Government gatherings, Exhibition cum sale, Market mela, Seminars, engagement / reception / Haldi / Mehendi / Sangeet functions, Cultural functions and events, Official meetings of private companies / organizations, Birthday functions, Baby shower functions, Funeral rituals, food preparation and catering services (Breakfast / Lunch / High tea / Dinner).
3		Banquet Hall 2	150-200	Public gatherings, Government gatherings, Exhibition cum sale, Market mela, Seminars, engagement / reception / Haldi / Mehendi / Sangeet functions, Cultural functions and events, Official meetings of private companies / organizations, Birthday functions, Baby shower functions, Funeral rituals, food preparation and catering services (Breakfast / Lunch / High tea / Dinner).
4	Kala Kendra Building, Silvassa	Banquet Hall 3 & 4	75	Public gatherings, Government gatherings, Seminars, engagement / reception / Haldi / Mehendi / Sangeet functions, Cultural functions and events, Official meetings of private companies / organizations, Birthday functions, Baby shower functions, Funeral rituals, catering services (Breakfast / Lunch / High tea / Dinner).
5		Open Air Amphitheatre	120-150	Public gatherings, Government gatherings, Marriage / Engagement / reception / Haldi / Mehendi / Sangeet functions, Havan / Pooja / Katha functions, Cultural functions and events, Birthday functions, Baby shower functions, Funeral rituals.
6		Bride Room 1 & 2	2	Changing rooms and restrooms for bride and relatives.
7		Groom Room 1 & 2	2	Changing rooms and restrooms for groom and relatives.
8	Dr. APJ Abdul Kalam College Dokmardi, Silvassa	Auditorium Hall	1624	Public gatherings, Government gatherings, Seminars, engagement / reception functions, Cultural functions and events, Official meetings of private companies / organizations, Theatre / Play shows, Educational Seminars.
9		Open Air Amphitheatre along with Pavilion	3000	Public gatherings, Government gatherings, Marriage / Engagement / reception / Haldi / Mehendi / Sangeet functions, Havan / Pooja / Katha functions, Cultural functions and events, Birthday functions, Baby shower functions, Funeral rituals, food preparation and catering services (Breakfast / Lunch / High tea / Dinner).
10		Exhibition Hall	250-300	Public gatherings, Government gatherings, Exhibition cum sale, Market mela, Seminars, engagement / reception / Haldi / Mehendi / Sangeet functions, Cultural functions and events, Official meetings of private companies / organizations, Birthday functions, Baby shower functions, Funeral rituals, catering services (Breakfast / Lunch / High tea / Dinner).

Sd/-  
Member Secretary,  
DNHPDA, Silvassa