

SOUTH DELHI MUNICIPAL CORPORATION
COMMUNITY SERVICES DEPARTMENT

Dr. Shyama Prasad Mukharjee Civic Centre
3rd Floor, Civic Centre, J.L. Nehru Marg, New Delhi

No. 909 /CSD/HQ/2013

Dated: 23-12-13

OFFICE ORDER

The Director (Local Bodies) vide Order No. F.1(8)/AO/LB/2012/474-480 dated 12.02.2013 has issued the following directions of the Lt. Governor:-

"In exercise of the power conferred by the provisions of clause (a) of sub-section (1) of section 487 of the Delhi Municipal Corporation Act, 1957 (Act No. 66 of 1957) read with notification No. 3/6/66 Delhi dated October 19, 1966, and in super session of order No. CSD/HQ/2006/177 dated October 12, 2006 the allotment of parks and /or community halls shall henceforth be made by the Corporation concerned on a first-come-first served basis, with preference to a resident of the ward in which the park or the community hall is located."

Accordingly with partial modifications, the terms & conditions of booking of Community Halls of Community Services Department of South Delhi Municipal Corporation, will be as under:-

1. Normally, the booking can be done 90 days in advance. The allotment of community shall be strictly made available on first-cum-first serve basis.
2. For booking a community hall, submission of copy of Photo Identity proof of applicant is mandatory, which may be any one of the following.
 - (a) Voter ID Card
 - (b) PAN Card
 - (c) Aadhar Card
 - (d) Driving License
 - (e) Any Government issued I-card.
3. For proving 'local resident' any of the following address proof need to be submitted (the document should clearly indicate the address of the Applicant):
 - a. Voter ID Card
 - b. Electricity Bill
 - c. Water Bill
 - d. Landline telephone bill
 - e. Aadhar Card

4. **Document required:**

- (a) Application;
- (b) Affidavit on the Non-Judicial stamp paper of Rs.10/- attested by notary in the prescribed language;
- (c) Photocopy of ID-Card of employee attested by DDO/HOD; if ID Card not issued photocopy of Appointment letter/copy of Pension book in case of Municipal employees;
- (d) ID Proof (includes PAN Card/Voter's ID Card/Passport/Driving License/Ration Card/Aadhar Card);
- (e) Proof of Residential address and Bank Account Number;
- (f) Name, address, parents' name and Photographs of Boy and Girl in case of marriage/sagai function.
- (g) Photograph of applicant in case of other function;

Note 1: Documentation required for free booking for religious functions, MCD employee etc. shall remain the same as are applicable.

Note 2: There shall be no requirement of the recommendation of the area councillor for any type of booking as there is no provision in the DMC Act u/s 487 of the DMC Act which mandates such provision.

5. For marriage purpose, the community hall can be booked for a maximum of 2 days. Further, when booking for marriage purpose, the applicant shall be required to deposit 1 printed invitation card to the Community hall Incharge (at the C.H.) at least 7 days before the marriage function. Failure to submit the invitation card would mean unauthorized booking of the premises.
6. In case the applicant fails to submit the invitation card for marriage within the time period prescribed, SDMC shall have right to cancel the booking and allot the same to any other applicant.

7. **Illegal Use of premises/ Ground without proper booking.**

- (a) If any person is found to be using Community Hall without proper authorized booking, he shall be liable to pay Penalty equal to 3 times the booking charges (for each day). Same penalty shall be applicable if the premises are used for duration in excess of that is booked. Same Penalty if tent is found to be occupying the premises without proper authorized booking.
- (b) Notwithstanding the penalty, the items, tents, furniture etc. placed in the premises shall be liable to be confiscated.
- (c) In addition, The SDMC officials shall be authorized to stop the function and get it vacated immediately and FIR for criminal trespass shall be lodged against the violator (as well as persons conspiring).
- (d) Disciplinary proceedings shall be initiated against the incharge of the said premises if he/she fails to report and take action against the said illegal use.

8. The Applicant shall be entitled for 100% refund of security deposit subject to following conditions-

- (a) Applicant has abided by all the terms & conditions of booking.
- (b) Applicant hands over peaceful vacant possession of the hall/ site on completion of event / end of booking period.
- (c) The premises is properly handed over, and there is no damage to items and property including installations. There should be no loss to SDMC property.
- (d) The Applicant has faithfully abided by the conditions of the booking, and has been used for the purpose it was booked.
- (e) Applicant has not transferred the booking to any other person nor has sublet the premises to any other person for use.
- (f) The premises so booked is used for the ceremony organized by the concerned applicant only and not by his/her guest/ client/ friend/ relative.
- (g) All the tents, installations, furniture, lighting, audio/ video equipments etc. used for the ceremony are removed from the premises.
- (h) The waste generated during the ceremony is properly managed and disposed by the applicant as per the procedure prescribed by SDMC and there is no littering in or around the premises.
- (i) Toilets/ drains etc are taken care of by the applicant and no water-logging / spillage/ insanitary condition is caused in or around the premises.
- (j) The applicant has properly organized and managed parking of vehicles in and around the premises and no nuisance is caused to residents around the premises.

In case of any damage to property, the estimated amount of repairs + Rs. 1000 as damage charges shall payable by the applicant before return of security deposit.

Failure to abide by the terms and conditions shall lead to forfeiture of security deposit.

9. **Procedure for Security Deposit Refund:**

- (a) The application alongwith G8 Receipt in original issued at the time of booking needs to be submitted in the Office of the Zonal Asstt. Director, CSD.
- (b) The security deposit will be refunded only after the event is over on production of no damage certificate from Incharge/Chowkidar of the Community Hall (not applicable in case of cancellation of booking).
- (c) In case of damage the booking party either get it repaired or the security deposit will be forfeited (not applicable in case of cancellation of booking).
- (d) The draft deposited by the applicant towards security deposit will be refunded by the Zonal Assistant Director (CSD) of the concerned Zone within 7 days of the closure of the function.

10. The SDMC will book the community hall to the applicant for a specific period.

11. No Tent-Walla and or professional ceremony organizer shall be eligible to book the hall. Applicant needs to book personally and not through any agent / event organizer.
12. The onus of giving the vacant possession of the site to SDMC after the function lies on the applicant. In case, this is violated, the applicant is liable to face appropriate strict penal action. The general public may be requested not to erect any structure on the booking site which may not be dismantled within the period of booking otherwise they may be penalized alongwith the cost of removal of such structure.
13. In case of confirmation of booking the check in time will be 8.00 AM of the date of commencement of booking and check out time will be 8.00 AM on the next day of the last booking date.

14. Terms and Conditions for booking/users:

- (a) The booking party will be responsible for maintenance of Law and Order, Security arrangement, Traffic Control, Parking of Vehicles outside the premises during the function at its own cost.
- (b) License should be obtained from the Excise Department. If alcoholic drinks are to be served in parties.
- (c) The applicant shall take all possible measures for maintenance and preserving of green. Also, the recreational and aesthetic use of the premises shall also be preserved.
- (d) No plants, infrastructure, fittings & fixtures, doors, windows, lights etc. shall be damaged.
- (e) No Shops, tehbazaris, or commercial activity shall be carried out in the premises, except when specifically permitted.
- (f) Applicant shall obtain NOC from Police and Fire Service, whenever required.
- (g) The use of loud speakers/D.J. would not be allowed outside the Community Hall and as per the direction of Supreme Court of India. And user has to submit an undertaking at the time of taking over possession of community hall which include:
- i. No noise pollution, such as loud band, Fire crackers, DJ's music etc. is allowed to be used between 10:00 P.M. to 06:00 A.M.
 - ii. Dismantling of tents, loading of furniture/utensils and all other activities of Tent Walla's should be done only after 06:00 A.M.
- (h) The party may apply for temporary electric connection separately. Security shall be forfeited in case of pilferage of electricity.
- (i) Generators would be allowed only if they were soundless/non-polluting.
- (j) Illumination on the trees and hedge shall not be allowed.
- (k) The party should inform about damage to the Municipal property if any before departure/check out.
- (l) The party shall not be allowed to keep their articles in the premises before check in.
- (m) Day to day cleaning and maintenance of hygiene during the booking period will be the responsibility of applicant.
- (n) Pasting of bills or posters in the premises as well as on boundary walls of the community hall, is strictly prohibited.
- (o) The stage properties should be fire proof. No open fire will be allowed in the building (except outdoor kitchen).
- (p) No fire arms/weapons and Cruckers will be allowed within the premises of the building.
- (q) Booking is neither transferable nor changeable.
- (r) SDMC will not be responsible for any damage/loss due to Natural Calamities.
- (s) If any booking is found fictitious or fraudulent, it will be cancelled forthwith and full user charges and the security amount will be forfeited and 10 times that of rate of prescribed user charges would be levied.
- (t) Digging of holes in the cemented portion for fixing poles for pitching of tent is not allowed. The damage caused due to Breaking of tiles, Breaking of Windowpanes, Theft/Loss/Breakage of fittings and fixtures, any spoilage of white wash, tiles, flower pots etc. noticed during the function is liable to be adjusted/ recovered from the amount of Security deposit.
- (u) Cooking/Warming of food is allowed only at earmarked cooking space.
- (v) Parking arrangement will be made by the party at their own risk and cost.
- (w) Cooking shall be done only in such place in the premises as is earmarked. Similarly, generator should be placed at earmarked location.
- (x) The booking can be cancelled by the Head of the Department (CSD)/ SDMC without assigning any reason.
- (y) In all cases, decision of Head of the Department (CSD)/SDMC shall be final.

(z) In case of any dispute only Delhi Court will have jurisdiction.

Other Conditions as applicable for booking for Religious purpose, Booking for Municipal Employee, etc. shall remain the same. The Booking Charges, Security deposit, License fee etc. shall also remain the same, until the same are revised by the Competent Authority.

The current policy for advance booking (beyond 90 days) by charging higher booking fee shall continue as such.

This issues with the prior approval of the Commissioner, SDMC.

All Dy. Commissioners of Zones/SDMC

Municipal Secretary

104 copies for circulation of Mpl. Councillors

Copy for information to:-

1. Addl. Commissioner-I/SDMC
2. Addl. Commissioner-II/SDMC
3. Secy. to Commissioner, SDMC for information of Commissioner
4. Director (IT)
5. All DCAs of the zones/SDMC
6. Asstt. Director (HQ)/CSD/SDMC

Copy for kind information to:-

1. Hon'ble Mayor, SDMC
2. Hon'ble Dy. Mayor, SDMC
3. Hon'ble Chairman, Standing Committee, SDMC
4. Hon'ble Dy. Chairman, Standing Committee, SDMC
5. Hon'ble Leader of the House, SDMC
6. Hon'ble Leader of the Opposition, SDMC

(Sd/-) Vada
Dy. Commissioner/CSD
South Delhi Municipal Corporation

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