



Bombay Chartered Accountants' Society

7, Jolly Bhavan No. 2, Ground Floor, New Marine Lines, Mumbai- 400020

Application cum Undertaking Form FOR USE OF BCAS HALL

Date:/...../.....

The Office Manager,
Bombay Chartered Accountants' Society, Mumbai- 400020.

BCAS Membership No:	
Name (Mr. /Ms.)	
Email id:	
Mobile No:	
Name of the Organisation	

I wish to organise a training event in the field of Chartered Accountancy for my organisation as detailed below:

Day	Date	Time	Seating Style (Theatre/Classroom)	Expected Gathering _____ Nos.

Topic: _____

Brief Description of the Event: _____

Time Slot Preference: [Subject to availability]

Time Slot	Timings	Tick
1 st Slot – Half Day	9.00 am to 1.00 pm	
2 nd Slot – Half Day	1:30 pm to 5:30 pm	
Full Day	9:00 am to 5:30 pm	

I am enclosing the hire charges & deposit towards the same. Details as follow:

Details	By Cash/ Cheque No.	Dated	Bank Name	Amount
HIRE CHARGES				
DEPOSIT (Refundable)				

I have read, understood the terms and conditions on the reverse and agree to abide by them.

Signature of Member

For office use

Receipt no: Date: Amt. ₹ Towards Deposit

Receipt no: Date: Amt. ₹ Towards Hire charges

Date:

Prepared by

Verified by

P.T.O.

Terms and Conditions

1. BCAS Hall can be used for **educational purpose in the field of Chartered Accountancy** by a Member only and in accordance with the policy of the Society and for no other purposes either directly or indirectly or for commercial purpose.
2. The hall usage is made available by the BCAS to facilitate education of its members in the field of chartered accountancy at nominal cost/charge. The current charges are as under, till any revision:

TIME Slot	Amount *	1st Slot	2nd Slot
Half Day	₹.7,500/-	9.00 am to 1.00 pm	1.30 pm to 5.30 pm
Full Day	₹. 15,000/-	9.00 am to 5.30 pm	
Deposit	₹. 10,000/-		

- a. Above rates are subject to service tax / GST as applicable.
 - b. Hall can be booked only **45 days prior** to the date of educational event subject to availability except Sundays and BCAS Holidays.
 - c. Combined capacity of the hall is about 90 people in theatre style seating and 50 people in classroom style.
 - d. Refund of security deposit will be after 10 working days from the date of the event.
3. Any member wishing to make reservation for use of the BCAS Hall for the purpose stated in point 1 above should **pay such charges and deposit 100% in advance**.
 4. Extension of time will strictly be subject to availability and there being no booking for next session and solely at the discretion of BCAS. Extension beyond 8.00 pm will not be permitted. ₹ 1,500/- will be levied for every additional hour or a part thereof.
 5. The Society reserves the right to accept or reject any application.
 6. In case of **cancellation of booking by members**, a letter in writing duly signed by the member has to be received, 25% of the Hall charges will be deducted, in such case and balance will be refunded in 15 working days. In case of cancellation of booking by BCAS office, the entire amount will be refunded.
 7. **It is not permitted** to stick any papers, balloons, pictures etc. on the wall, ceiling or curtains. In case of any **damage** caused to the property of the Society, the BCAS will have the right to recover compensation for such damages or disfiguration out of the refundable deposit.
 8. **The vehicle/s** of the visitor/s to the BCAS Hall will not be permitted to be parked in the Jolly Bhavan Society premises. The use of the Hall is solely at the risk of the member and BCAS does not undertake any obligation for any loss or damage to the member or other persons attending such event. Members are advised to take care of their valuable and belongings at all times, and BCAS shall not be responsible for any loss thereof.

9. Facilities

Facilities included in booking charges.

- | | |
|--------------------------------|-------------------------------|
| ✓ Full Hall | ✓ Over Head Projector – Fixed |
| ✓ Screen – Fixed | ✓ Podium with Microphone |
| ✓ Tea / Coffee (Once per slot) | ✓ Tables |
| ✓ Chairs | |

Facilities not included

- | | |
|--------------------------|---|
| ✓ Food & Other Beverages | ✓ Handouts, photo-copy, folders, stationery |
| ✓ Computers and Laptops. | |

Strictly, no cooking / heating is permitted inside the BCAS premises. Only packed food can be served.

10. This application should be submitted to- The Office Manager, BCAS, Jolly Bhavan 2, New Marine Lines, Churchgate, Mumbai 400 020. Contact: 022-61377611.

By Order
BCAS