

DELHI DEVELOPMENT AUTHORITY

The Rules & Process for Booking of Community Hall

1. Who can book a Community Hall ?

Citizens can book a hall for marriages and family functions.

2. For how many days can a booking be made?

A hall can be booked for a maximum period of two days.

3. Where to make a booking?

Bookings can be made online at dda website.

All the concessional bookings (such as bookings by dda staff/retired dda staff will be done online at dda website.

4. When can a booking be made?

Community Hall can be booked 120 days in advance for marriage purpose. For other purpose booking can be made only 30 days in advance.

The Booking charges will depend on the advance period of booking.

- (i) If made up to 60 days in advance – Normal Security Deposit will be charged.
- (ii) If made from 61 days to 120 days in advance – Double Security Deposit will be charged.

Booking charges, Cleaning Charges remains same.

5. When can a hall be occupied?

At 12:00 Noon on the day for which Community Hall was booked.

6. When to vacate Community Hall?

Check out Time is 12 : 00 Noon on the day next to the day for which the Community Hall was booked.

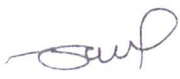
7. What are the amounts to be paid for booking a Hall?

The Community Halls are categorized in two A & B categories and the charges are depending on the category of the Hall.

The amounts for the following are to be paid online.

- Booking Charges
- Cleaning Charges
- Security Deposit
- Service Tax Charges

If Booking is made for more than one day, then Booking charges be collected for the number days of Booking.


Contd.
DDA/DWC

8. What documents are required for booking a hall?

1. Proof of residence

(i). Voter id card or

(ii). Deptt. Id/ Working Place ID

2. Date of birth proof of bride/groom in case of marriage function

3. Relationship proof of applicant with bride/groom in case of marriage function

4. DDA I-card for DDA employees

5. Photo of applicant

6. Photo of bride/groom in case of marriage function

7. Photocopy of PAN/Aadhar Card

9. Whether postponement/advancement of booking possible?

The day/date a Hall booked cannot be postponed. Any request for postponement / advancement of booking is treated as cancellation of original booking and a fresh booking being made.

10. Whether Cancellation of booking is possible?

Cancellation of booking is being done in the following manner –

Request by applicant atleast 15 days before

NO. OF DAYS BEFORE FUNCTION DATE FOR CANCELLATION REQUEST	CANCELLED AMOUNT of booking Charges
30 days or more	20%
15 days or more but less than 30 days	50%
Less than 15 days	100%

- ❖ In case the booking is cancelled due to death case within ^{relatives} blood relations of boy or girl, no deduction shall be made except the taxes, and the same shall be refunded only at the level by SE(HQ) of concerned zone upon producing the concerned death certificate.

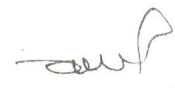
11. How to claim the Refund of Security Deposit?

1. Refund of security deposit in case of marriages:-

- 25% of security deposit amount will be refunded after uploading the application number of marriage registration.
- 75% of security deposit shall be refunded after the applicant uploads the copy of marriage registration certificate.

2. Refund of security amount/refund amount in case of all other functions except marriage will be done after receiving the video of the function for the purpose the land has been booked by the SE(HQ) of the zone.

Contd.-3


SE(HQ) DWR

12. Community Hall Booking Charges.

COMMUNITY HALLS

CATEGORY	Booking Charges (Per Sqm)		SECURITY	CLEANING(PER SQM)	
	OPEN AREA	BUILT AREA		OPEN AREA	BUILT AREA
A	RS 8/-	RS 12/-	ONE DAY LICENSE FEE	RS. 2.5	RS. 5/-
B	RS 4/-	RS 6/-	ONE DAY LICENSE FEE	RS. 2.5	RS. 5/-

Service tax = 14.5%
Education Cess = 0

~~Signature~~
SE / HALL BOOK

~~Signature~~
14/12/10
CE (Office)