

Documents Required for the booking of the Barat Ghars:

At the time of booking the party/user will submit the attested copy (by Gazatted officer/ Notary) of the following documents:-

1. (a). CGHS Card (for Central Government Employees only). In case, the name of Son/daughter has been stuck off from the CGHS Card then a photocopy of any educational certificate indicating relation may be produced.

(b). Residence proof like Ration Card/Voter Identity Card/(Central Govt./State Govt./Public Sector undertaking employees), Medical Health Card issued by the Employer (any two).

(c). Birth Certificate, in case of celebration of Birthday.

(d). Current Electricity / Water Bill.
2. Cancelled cheque of the applicant/user bank account.
3. The timing of the Barat Ghar will be reckoned from 9.00 AM. On the day of occupancy to 9.00 AM the following days and the booking party should vacate the premises before the expiry of the prescribed timings by the removing all their belongings, tents, furniture, etc.

Terms and conditions for booking/users

For Marriage Functions:- (i). Booking of Barat Ghar Shall be open for the NDMC employees and residents of NDMC area without any time limit on first come first serve basis. (ii). Non-residents of the NDMC area can book Barat Ghars 90 days in advance from the date of function.

For other function:- Applicants can book Barat Ghars for Commercial functions etc 30 days in advance from the date of function.

1. The barat ghars shall also be available to retired municipal employees on the same conditions as for the employees in service with the NDMC. This facility would also be available to the employees working with Navyug Schools or with the Samaj Kalyan Samiti.
2. Chairperson shall have the right to cancel any booking one-month prior to the date of booking without assigning any reason and full user

- charges /security money will be refunded through National Electronic Fund Transfer (NEFT)/Electronic Clearing System (ECS) in such case.
3. NDMC employees are not permitted to book Barat Ghar for other party/users and if it is detected that fraudulent booking have been done, besides other disciplinary action, a penalty 10 times that of rate of prescribed user charges would be levied.
 4. The user/allottee has to submit the invitation card of the function to the Dy. Manager (CS) before being allowed to use the premises and the Dy. Manager (CS) shall deposit the same to the Head Office, along with the Refund of Security cases.
 5. Entry should be made in the service book of the employees for availing 50% concession, which should be ensured by the employee's himself/herself.
 6. 50% concession would be given in the user charges and payment of security deposit to NDMC employees on production of his/ her identity card and self undertaking regarding the dependency for booking of Barat Ghar.
 7. 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.
 8. License should be obtained from the Excise Department if alcoholic drinks are to be served in parties.
 9. The use of loud speakers/D.J. would not be allowed outside the Barat Ghars 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 Barat Ghar which include:
 - (a) No noise pollution, such as loud band, Fire crackers, DJs music etc. is allowed to be used between 10.00PM to 06.00AM.
 - (b) Dismantling of tents, loading of furniture/utensils and all other activities of tent walahs should be done only after 06.00AM.
 - (c) Violation of any of these conditions would tantamount to forfeiture of Security Deposit.
 10. The party may apply for temporary electric connection separately. Security shall be forfeited in case of pilferage of electricity.
 11. Generators would be allowed only if they were soundless/non-polluting.
 12. Illumination on the trees and hedge shall not be allowed.
 13. The party should inform about damage to the Municipal property if any before departure/check out.
 14. The party shall not be allowed to keep their articles in the premises before check in.
 15. Pasting of bills or posters on boundary walls is strictly prohibited.

16. The stage properties should be fire proof. No open fire will be allowed in the building (except outdoor kitchen).
17. No fire arms/weapons and Crackers will be allowed within the premises of the building.
18. Booking is neither transferable nor changeable.
19. NDMC will not be responsible for any damage/loss due to Natural Calamities.
20. 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.
21. 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.
22. Cooking /Warming of food is allowed only at earmarked cooking space. For cooking only LPG Gas Stove is to be used.
23. Parking arrangement will be made by the party at their own risk and cost.
24. In case of any dispute only Delhi Court will have jurisdiction.
25. If the Barat Ghar has not been booked and is available for a part of a day for smaller Social functions/Commercial functions, the department may with the approval of the Chairperson, allot it for half a day on payment of 50% of user charges and electric consumption charges.
26. 50% concession of the user charges at commercial rates would be available for booking other than marriages purpose for Non-Commercial purpose.
27. If the Barat Ghar is booked for more than a day, the charges shall be increased by 10% for each additional day. The booking for more than 2 days shall be allowed under special permission of the Chairperson, NDMC.
28. The refund of user charges on the cancellation of booking of the Barat Ghar shall not be made except in very exceptional circumstances which are beyond the control of the person booking the Barat Ghar and such refund shall only be made under the orders of the Chairperson after deducting such amount (which shall not be less than 25%) as the Chairperson may deem fit after consultation with the Finance Department. If due to any reason including security reason, the booking of the Barat Ghar had to be cancelled by the NDMC, the person booking of Barat Ghar had to be offered an alternate Barat Ghar, if available and if it is not available or is not accepted by the

person booking the Barat Ghar, 100% refund for the user charges, security deposit and electric consumption charges shall be made.

29. The refund of security deposit on cancellation of booking shall be made by the NDMC.

30. Rs. 2247/- per day would be charged as additional fee for outside NDMC area residents.
