

## FACT SHEET: BOARD ROOM (Revised: 28<sup>th</sup> April 2015)

### FEATURES

- AC Board Room seats 14 persons
- Room has a conference table (360° seating), chairs (wheels and arm-chairs) for group discussion
- Off the table seating possible for few more
- White board (70" x 48")
- Projection-screen (70" x 70")
- LCD projector available on advance request
- Generator back up for lights and power plugs
- NCL Innovation Park's serene and elegant environment, free parking, campus amenities
- Basic Utilities including electricity and water are included in price.

### ELIGIBILITY

- The Board Room shall be available for conducting meetings and discussions that are related to science, technology, entrepreneurship, business/venture development, education and some related activities.
- The management of the Venture Center shall exercise judgment in making available the Board Room to applicants ensuring that activities held at the Board Room are in sync with intellectual environment and brand equity of the NCL Innovation Park.

### TERMS

#### PAYMENT TERMS

- Board room shall be booked upon receiving **full payment in advance**
- For long-term contract the room shall be booked upon receiving **6 months payment in advance**
- Booking once made shall be **non transferrable**
- Payment accepted in form of **Cash, Online Bank Transfer, DD or Cheque**
- DD/Cheque payable to "**Entrepreneurship Development Center**" at Par, **5 days** prior to the event
- Payment made thereof shall be **non-refundable**

#### USAGE TERMS

- Any extension of time shall be subject to additional charge and availability
- No food or drinks allowed inside the Board room

#### OTHER TERMS

- Applicant/ user shall not (intentionally or otherwise) do anything to suggest that the Venture Center or NCL as being party to the activities planned at the training room.
- Applicant/user shall not represent themselves as incubatees of the Venture Center.
- Applicant/ user shall ensure that the Board Room or adjacent property is not damaged in any way and that the Room and its surroundings are left clean at the end of the event.
- Applicant/user shall ensure that the area is left clean if the client has used it to arrange tea and snacks. The disposal of waste in the foyer area shall be the responsibility of the user.

### PRICING

	8 Hours	4 Hours	2 Hours	1 Hour
<b>Working Hours 9am to 5pm Mon-Sat</b>	<b>INR 5120</b> (Savings 20%)	<b>INR 2720</b> (Savings 15%)	<b>INR 1440</b> (Savings 10%)	<b>INR 800</b> (Savings 0%)
<b>Non Working Hours After 5pm Sundays</b>	<b>INR 6400</b> (Savings 20%)	<b>INR 3400</b> (Savings 15%)	<b>INR 1800</b> (Savings 10%)	<b>INR 1000</b> (Savings 0%)

**Please Note:**

- ❖ Hourly rates of relevant event space prevail if there are extensions.
- ❖ No discounts are applicable for Non working hours (after 5pm)
- ❖ Only one discount may be availed at a time.
- ❖ For standard discounts, please visit <http://www.venturecenter.co.in/discounts.php>
- ❖ IT / Events desk staff available at an additional charge of Rs. 200 per person per hour.
- ❖ In addition to the prices stated above, service tax shall be charged at prevalent rates.

*Optional Services:*

Wifi connection – Rs 150/- per connection per day

Pointer – Rs 100/- per day

Domestic call service – Rs 200/- per hour