

FACT SHEET: MEETING ROOM (Revised: 6 May 2014)

FEATURES

- AC Meeting Room seats 8 persons
- Few more off table seating arrangement possible
- Room has a U-shaped Meeting table with chairs (wheels and arm-chairs) for group discussion
- White board (4' X 3')
- Projection-screen 70" X70"
- 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 the price

ELIGIBILITY

- The Meeting 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 Meeting Room to applicants ensuring that activities held at the Meeting Room are in sync with intellectual environment and brand equity of the NCL Innovation Park.

TERMS

PAYMENT TERMS

- Meeting 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 meeting 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 Meeting 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
Working Hours 9am to 5pm Mon-Sat	INR 2720 (Savings 20%)	INR 1445 (Savings 15%)	INR 765 (Savings 10%)	INR 425 (Savings 0%)
Non Working Hours After 5pm Sundays	INR 3520 (Savings 20%)	INR 1870 (Savings 15%)	INR 990 (Savings 10%)	INR 550 (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

Skype service – Rs 200/- per hour

Domestic call service – Rs 200/- per hour