

## Convention Center Bookings Other Terms & Conditions

- In case of bulk / single-time booking of 10 or more rooms in the University Guest House / Convention Center, a security deposit of ₹50,000.00 must be deposited through a separate cheque, and 50% of the booking amount (room rent security) must be deposited as advance at the time of booking. Along with this, the remaining balance amount of the booking must be deposited 07 days prior to the scheduled date of the event.
- In case of bulk / single-time booking of 10 or more rooms, an additional amount of ₹5,000.00 must be deposited separately for cleaning of the reserved rooms/space.
- The security deposit (Security Money) and room rent shall be paid through Cheque / Demand Draft / NEFT in favor of Gautam Buddha University.

**Check-in / Check-out timing:** Guests may check in at any time. Generally, room booking is for a duration of 24 hours. However, even in cases where the room is used for less than 24 hours (fraction day), the rent for the full 24 hours shall be charged.

For booking rooms in the Guest House / Convention Center, the guest must submit the prescribed request/application form issued by the University, along with a self-attested copy of PAN Card / Aadhaar Card / other valid ID, to the concerned office.

- For accommodating guests of any University officer/employee/faculty member in the Guest House / Convention Center, initial permission will normally be granted for a maximum period of 03 days/nights.
- For accommodating parents/guardians of currently studying or passed-out students in the Guest House, the request letter submitted by them must be forwarded to the Competent Authority, after recommendation by the concerned Hostel Warden and approval of the concerned School Dean. Accommodation shall be provided only after approval is received from the Competent Authority.
- In a double-bedded room, a maximum of two persons shall be permitted to stay.
- Under special circumstances, complimentary permission for up to 02 days (maximum 02 rooms) may be granted by the Registrar, and for more than this period, permission may be granted by the Hon'ble Vice-Chancellor.
- Before vacating the reserved room, the room key must be deposited at the reception.
- During the booking period, the guest shall be personally responsible for any loss/theft of their belongings kept in the reserved room, for which the Guest House / Convention Center / University shall not be responsible.
- Cooking, reheating, or consumption of food inside the rooms is not permitted. All food-related arrangements shall be made only in the Dining Hall.
- At the time of handing over the room, the Guest House staff will provide: one toilet soap, clean bedsheets/bedcover, towel set, and one fresh toilet paper roll. The above items shall be replaced after three

days if required. Any additional facilities required by the guest shall be arranged by the guest at their own cost.

- During the stay period in the Guest House, guests must maintain cleanliness and decorum of the room/building. Noise, indecent behavior, or any type of unlawful activity is strictly prohibited, which may create inconvenience or an unpleasant environment in the Guest House. In such situations, the room booking may be cancelled immediately.
- Smoking, consumption of alcohol, tobacco, etc. inside the rooms or cabins of the Guest House / Convention Center is strictly prohibited. If such activity is found, the room allotment shall be cancelled immediately.
- Music / Sound systems / Firecrackers / Arms, etc., are strictly prohibited in the Guest House / Convention Center.
- During the stay period in the University Convention Center and Guest House, any damage caused to the building, rooms, fittings, or furniture shall be the sole responsibility of the booking party. The cost of damage shall be recovered from the security deposit submitted at the time of booking.
- Keeping pets/animals in the Convention Center and Guest House is not permitted.
- At the time of check-in, guests must present the approval letter issued by the University, along with PAN Card / Aadhaar Card and identity-related documents. Failing this, entry into the Guest House / Convention Center premises shall not be allowed.
- The University reserves the right to cancel the booking of rooms in the Convention Center and Guest House at any time.
- The approved rates for the Convention Center and Guest House do not include GST, which shall be charged separately as per applicable rates. Any revision in GST rates by the Government from time to time shall be applicable accordingly.
- In case of cancellation of room booking by the booking party, deductions shall be made as per the prescribed rules:

<b>A. Booking cancelled one month prior-</b>	<b>No charges</b>
<b>B. Booking cancelled before 15 days-</b>	10% of the entire booking.
<b>C. Booking cancelled before 02 days-</b>	15% of the entire booking.
<b>D. Last moment cancellation [24 Hours]-</b>	20% of the entire booking.