

From

Estate Officer,  
HUDA, Panchkula.

To

The Superintending Engineer,  
HUDA, Circle/ Electrical/ Horticulture,  
Panchkula.

Memo No.

Dated:

**Subject: Revision of rate of open space/ parks and Community Centers in Urban Estate, Panchkula.**

The proposal for revision rates of parade ground/ open spaces/ parks and Community Centers in Urban Estate, Panchkula was placed in a meeting held on 12.8.2013 under the Chairmanship of Worthy Chief Administrator, HUDA, Panchkula accordingly the proposal as per decision taken in the meeting has been approved on the file on 14.8.2013. The revise rates for booking of above premises are hereby conveyed on the terms and conditions given as under:-

**I GROUND RENT FOR OPEN SPACES / PARKS**

<b>Sr. No.</b>	<b>Description of space for booking.</b>	<b>Rent (Per day)</b>	<b>Security (One time)</b>
1	Parade Ground (Size 7 Acres)	Rs. 1,00,000/- + Service Tax	Rs.50,000/-
2.	Green Open space opposite Pallavi (Size 0.5 Acres)	Rs. 30,000/- + Service Tax	Rs.15,000/-
3.	Open Ground 'A' Near Shalimar Mega Mall (9 Acres)	Rs. 50,000/- + Service Tax	Rs. 25,000/-
4.	Open Ground 'B' Near Shalimar Mega Mall (3.00 Acres)	Rs. 20,000/- + Service Tax	Rs.10,000/-
5.	Parking No. 6 (Back side of HAFFED Sector 5, Panchkula (Size 1.1 Acre)	Rs. 20,000/- + Service Tax	Rs.10,000/-

**II RENT FOR VEGETABLE / FRUIT MARKETS / APNI MANDI BY HSAMB**

<b>Sr.No.</b>	<b>Description of space for booking.</b>	<b>Rent (Per day)</b>	<b>Security</b>
1.	Vegetable Mandi / Market by HSAMB Sector -5 Panchkula	Rs. 30,000/- + Service Tax	Rs. 10,000/-
2.	Vegetable Mandi / Market by HSAMB Sector -15 Panchkula	Rs.30,000/- + Service Tax	Rs. 10,000/-

3.	Vegetable Mandi / Market by HSAMB Sector -16 Panchkula	Rs. 30,000/- + Service Tax	Rs. 10,000/-
4.	Vegetable Mandi / Market by HSAMB Sec-5B M.D.C Panchkula	Rs. 30,000/- + Service Tax	Rs. 10,000/-
5.	Vegetable Mandi / Market by HSAMB Sec-20, Panchkula	Rs. 30,000/- + Service Tax	Rs. 10,000/-
6.	Vegetable Mandi / Market by HSAMB Sec-26, Panchkula	Rs. 30,000/- + Service Tax	Rs. 10,000/-

**Note:- Will be payable in advance for six months.**

### **III RENT FOR COMMUNITY CENTRE, JANJ GHAR.**

<b>Sr. No.</b>	<b>Description of space for booking.</b>	<b>Rent (Per day)+Service tax</b>	<b>Security</b>
1.	Community Centre Sector 7 (Double Storey)	Rs. 10,000/- + Service.Tax	Rs. 5,000/-
2.	Community Centre Sector 9 (DS)	Rs. 10,000/- + Service.Tax	Rs. 5,000/-
3.	Janj Ghar Sector 10	Rs. 10,000/- + Service.Tax	Rs. 5,000/-
4.	Community Centre Sector 11 (DS)	Rs. 10,000/- + Service Tax	Rs. 5,000/-
5.	Community Centre Sector 12 (DS)	Rs. 10,000/- + Service Tax	Rs. 5,000/-
6.	Community Centre Sector 15	Rs. 7,000/-+ Service.Tax	Rs. 3,500/-
7.	Community Centre Sector 19 (DS)	Rs. 10,000/- + Service Tax	Rs. 5,000/-
8.	Community Centre Sector 20 (DS)	Rs. 10,000/- + Service.Tax	Rs. 5,000/-
9.	Community Centre Sector 21	Rs. 7,000/- + Service Tax	Rs. 3,500/-
10.	Community Centre Sector 25 (DS)	Rs.10,000/- + Service Tax	Rs. 5,000/-
11.	Community Centre Sector 26	Rs. 7,000/- + Service Tax	Rs. 3,500/-
12.	Community Centre Sector 27	Rs. 7,000/- + Service Tax	Rs. 3,500/-
13.	Community Centre Sector 28	Rs. 7,000/- + Service Tax	Rs. 3,500/-
14	Community Centre MDC Sec-4	Rs. 7,000/- + Service Tax	Rs. 3,500/-
15	Community Centre MDC Sec-5 (DS)	Rs.10,000/- + Service Tax	Rs. 5,000/-

**TERMS AND CONDITIONS FOR BOOKING OF VEGETABLE / FRUIT  
MARKETS / APNI MANDI BY HSAMB**

1. The open ground will not be allowed to be used for marriage purposes or any other similar type of ceremonies or religious functions / congregations by the HSAMB.
2. Traffic control & parking shall be the sole responsibility of the organizers of vegetable / fruit markets / apni mandi.
4. The Administrator HUDA, Panchkula reserves the right to cancel any reservation without assigning any reason. Full refund of booking charges will be applicable.
5. Refund of cancellation of booking shall be as:-
  - i) 30 days in advance - 100%
  - ii) Between 15 to 29 days - 50%
  - iii) Between 7 to 14 days- 25%
  - iii) Less than 7 days - No refund
6. The open ground shall continue to remain the sole property of Haryana Urban Development Authority.
7. The organizers will be responsible for maintaining High Standard of Cleanliness inside and around the ground premises during the booking. Failure will attract penalty of Rs. 10,000/- per day recoverable from the security amount.
8. Proper arrangement for parking of vehicles will be the responsibility of the organizers. Organizers are expected to arrange sufficient persons for proper parking of vehicles.
9. Further the vehicles will not be allowed to be parked on road portion near the open ground.
10. The organizers will work within the legal frame work of constitution of India and the act & rules as applicable in the State of Haryana.
11. For all disputes, decision of Administrator, HUDA Panchkula will be final.
12. During time of booking, security arrangements will be made by the organizers.
13. No alteration in the existing structure will be allowed.
14. No obnoxious trade shall be allowed to be run within the ground premises and will be enforced by HSAMB.
15. In case of violation of any of the terms and conditions by the organizing agency, the booking shall stand terminated.

16. It will be the responsibility of HSAMB to obtain all necessary permission under the relevant laws and it shall be liable to pay Entertainment Tax / VAT / Service or any applicable Tax etc.
17. The rent shall be paid in the O/o Estate Officer, HUDA, Panchkula by the HSAMB authorities.

**GENERAL TERMS AND CONDITIONS FOR BOOKING OF OPEN GROUND / SPACES, COMMUNITY CENTRES / JANJ GHAR ETC. IN U/E, PANCHKULA**

1. Service tax & other taxes as applicable on above rates will be charged extra. The applicant will be responsible for payment of entertainment and all other applicable taxes / fee etc. related to the booking direct to the concerned authority.
2. The organizers will be responsible to make own arrangement of electricity / water and will take proper precaution in use of gas cylinders, electricity generators and will take all fire safety measures.
3. **50% discount in the charging of ground rent of Open Grounds and rent of Community Centres** for the purpose of celebration of the own marriages of the **employees of the HUDA** and their sons and daughters shall be given to the employees within sectors.
4. Residents Welfare Associations of the constituent sectors which are registered & democratically elected and have minimum **membership of 250 can hold meeting once in a month without any payment** for a period not **exceeding three hours** and once a year for period upto eight hrs.
5. **Permission to use ground / parks and community centre** for the purpose of **Kirya / Death / Bhog** shall be given at free of cost (subject to availability). However for the cleanliness of the site / premises the **charges of Rs.500/-+Service Tax only** shall be payable by the applicant.
6. No permission shall be given to any body for any purpose along / near Main roads or sector dividing roads. Permission shall also not be given along the road sides in order to avoid rush and accidents.
7. The applicant shall be solely responsible for payment of entertainment and all other applicable taxes / fee etc. directly to the concerned department / authorities.

8. The **Parade ground sector 5, Panchkula** will not be allowed to be used for **marriage purposes** or any other similar type of ceremonies or **religious functions / congregations**.
9. The Parade ground, sector 5, Panchkula will remain freely available to Distt. Administration for Republic day and Independence Day will not be booked for **general public from 10<sup>th</sup> January to 28<sup>th</sup> January and 1<sup>st</sup> August to 17<sup>th</sup> August**.
10. Traffic control & parking shall be the sole responsibility of the organizers of the functions.
11. The organizers will be responsible for maintaining high standard of cleanliness inside and around the ground premises during the booking.
12. Organizers are expected to arrange sufficient persons for proper parking of vehicles. Proper arrangement for parking of vehicles will be the sole responsibility of the organizers further the vehicles will not be allowed to be parked on road portion near the ground / premises.
13. During time of booking, security arrangements will be made by the organizing agency.
14. No alteration in the existing structure will be allowed.
15. No obnoxious trade shall be allowed to run within the ground / premises.
16. In case of violation of any of the terms and conditions of the organizing agency, the booking shall stand terminated.
17. It will be the responsibility of the organizing agency to obtain all necessary permission under the relevant laws and it shall be liable to pay Entertainment Tax / VAT / Services or any applicable Tax etc.
18. The organizing agency will work within the legal frame work of constitution of India and the act & rules as applicable in the State of Haryana.
19. The Administrator HUDA, Panchkula reserves the right to cancel any reservation without assigning any reason. Full refund of booking charges will be applicable in case the booking is cancelled by HUDA.
20. Refund of booking charges on cancellation of booking by the organizers shall be as under :-
  - i) 30 days in advance - 100%
  - ii) Between 15 to 29 days - 50%
  - iii) Between 7 to 14 days- 25%

- iii) Less than 7 days - No refund
21. For all disputes, decision of Administrator, HUDA Panchkula will be final and binding on all the parties.
22. a) For the convenience of the general public, the booking of all the open spaces, Parade ground sector 5 and community facilities will be handled by a single authority who will issue the booking slips, refund of security in the office of Estate Office, HUDA, Panchkula.
- b) The status of booking, procedure, booking forms, detail of fee security etc. of the facilities will remain dynamically available to the residents / public on HUDA's Website.
23. The rates are subject to change as per decision of HUDA.

The entire booking will be made by the Estate Office, HUDA, Panchkula in future. These rates shall be operative with effect from 16.8.2013.

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Estate Officer,  
HUDA, Panchkula.

Endst. No. 11475

Dated: 22-8-2013

A copy of the above is forwarded to the following for information and necessary action:-

1. The Chief Administrator, HUDA, Panchkula
2. The Administrator, (HQ), HUDA, Panchkula.
3. The Administrator, HUDA, Panchkula.
4. The Chief Controller of Finance, HUDA, Panchkula.
5. The Chief Town Planner, Panchkula.
6. The G.M. (IT), HUDA, Panchkula for loading the rates on website.
7. The Senior Architect, HUDA, Panchkula.
8. The Naib Tehsildar/ Patwari Estate Office, HUDA, Panchkula.
9. P.A./ E.O. HUDA, Panchkula.

-sd-  
Estate Officer,  
HUDA, Panchkula.