

DBF Conference Hall – Rules

- 1) DBF Conference Hall situated at DBF Centre 22 Bhai Vir Singh Marg, New Delhi is available to Christian organization and like-minded sister agencies for the purpose of holding – Conferences, Seminars, Workshops, Training PROGRAME, Bible study and other similar activities.
- 2) Request for the booking of hall/conference facilities must be made in writing to the senior Administrator and confirmation of the same shall be made only after receiving the advance charges as far as possible.
 - a) For Hall booking upto 6 days' programme – Senior Administrator in consultation with the Central Delhi Pastor in-charge shall permit the use of the hall or reject the booking request.
 - b) For Hall booking for Programme to be held for more than 6 days - Senior Administrator in consultation with the Central Delhi Pastor in-charge will seek the written or verbal approval of the Chairman.
 - c) When Hall is used on a regular basis it should have the approval of the Board.
- 3) A Booking register /Diary will be kept and maintained by the Administration Department.
- 4) No facilities other than existing on the premises can be provided.
- 5) The facilities must not be used for the purpose other than which permission has been granted.
- 6) The consumption of alcohol, intoxicants and smoking is strictly prohibited on DBF premises.
- 7) DBF will not be responsible for any loss, theft or damage of property belonging to parties booking the hall.
- 8) The management reserves the right to refuse /cancel booking at short notice without assigning any reason.
- 9) The Party will not create or cause nuisance of any kind.
- 10) The Hall will not be used for any commercial or immoral purpose.

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- 11) The Party using the hall will not damage the furniture or any other DBF property; they are liable to pay back for any damage that may be caused by them.
- 12) Conference Hall Expected Donations will be as follows :
- a) Conference Hall – Full day 8 a.m to 8 p.m Rs. 2500.00 per day
 - b) Conference Hall – Half day (5 hrs) Pre or Post lunch Rs. 1500.00 per day.
 - c) For groups using regularly every week or every month, concession upto 50% may be allowed.
 - d) For Central Delhi Congregation Direct programme, there will be no charges. The Pastor in-charge of the Central Delhi Congregation has to give permission under intimation to Senior Administrator.
 - e) For programme where the Central Delhi Congregation is also party (is involved) a reasonable donation towards the facility is expected. (This covers the cost of Electricity, cost of water and staff charges etc.)
 - f) The amount will be received as donation to DBF by the administration department.
- 13) No parking inside the compound will be allowed.
- 14) Parking of vehicles will be outside the compound at the owners' risk.
- 15) All civil, NDMC, Police, Jal Board & Electricity Board etc. rules will be applicable.
