

Senapranagan Hall Booking and Cancellation Policy

1. Booking of Senapranagan can be made by paying the rental fee for events through pay order or cash in favor of Senapranagan.
2. If for any reason one wishes to cancel the Senapranagan Convention Hall booking, the following policy shall apply:
 - a. If the booking is canceled more than 45 days in advance, 20% of the deposit will be deducted.
 - b. If the booking is canceled within 31-44 days, 30% of the deposit will be deducted.
 - c. If the booking is canceled within 08-30 days, 50% of the deposit will be deducted.
 - d. If the booking is canceled within 07 days or less, 80% of the deposit will be deducted.
 - e. The booking date may be changed for special reasons, subject to the availability of dates. However, in such cases, the user must pay an additional 20% fee.
3. The Authority reserves the right to cancel any booking or allotment at any time due to government exigencies or political situations. No subsidy will be deducted if the authority cancels the booking for government work.
4. Only officers working in the Senapranagan office are authorized to enter names in the booking register.
5. Senapranagan booking includes the use of furniture and air conditioning in the Hall Room, Auditorium, and Conference Room only.

Senapranagan Usage and Booking Policy

1. The user must comply with the policy on the use and booking of Senapranagan as provided by the Department of Welfare and Rehabilitation.
2. The authority reserves the right to cancel the use of Senapranagan at any time if incomplete or false information is provided in the application form, or if any instructions are violated.
3. Events must be completed within 6 hours. An additional charge of Tk 40,000.00 will be imposed for each hour beyond the initial 6 hours.
4. No firecrackers or crackers shall be lit on any occasion in Senapranagan.
5. Horse/Bullcarts shall not be used for any event in Senapranagan. Unauthorized vehicles of civilians arriving on the occasion of the event will not be allowed to enter the cantonment.

6. Users are responsible for any damage to Senapangan or its materials during use. A security deposit of Tk 50,000.00 per customer is required, refundable at the end of the event.
7. Senapangan users shall limit the gathering of vehicles to 325 for entertaining guests.
8. In order to use the band party in any event in the Senapangan, prior permission must be obtained from the authorities.
9. Only unarmed traffic police can be employed, with prior permission from the authorities, to control traffic during special occasions. Private guards are not allowed. Coordination with the local military police (Army MP unit) should be done in advance.
10. Tables, chairs, tablecloths, and other items must be collected from and returned to the caretaker/store man of the army premises by the users. Any damages must be compensated or replaced by the user.
11. No one shall be allowed to bring any kind of material or decoration in the Senapangan on the day before the use of the army premises.
12. Care must be taken not to damage the floors or walls when using utensils to carry cooked food. Any damage must be repaired by the user at their own expense.
13. The user is responsible for cleaning the building and surrounding area after the event. If not done, the user must arrange for cleaning at their own expense in coordination with the caretaker/store man.
14. Cooking is strictly prohibited except in designated areas. However, externally cooked food can be served, with an additional charge of Rs.40/- per person.
15. The political and foreign guests coming to the event must fill in the form provided by the army premises and submit it at least 01 month before the event to get the security clearance.
16. No unauthorized/blacklisted persons will be allowed to enter the Senapangan.
17. No external gunman will be allowed to enter the Senapangan. They will have seating/entertainment in the guardroom adjacent to the gate.
18. Personal equipment, mobile phones, bags, gold ornaments, gift items or other valuable items should be kept under your supervision during the event. The Authority will not be responsible for any loss or damage.
19. Customer will be responsible for the care and supervision of guests and minors attending the event.
20. Any disturbance or indecent behavior by staff, mess waiters, security guards, or catering/event management representatives should be reported to the authority for necessary action. Users must not take matters into their own hands.