

Senamalanca

Western Side of Naval Headquarters on the Airport Road Dhaka
Cantonment-1207

Mobile: 01769035201, 01769049158 & 01769035214

Hall Terms and Conditions

1. Hall booking rent for events can be deposited on line through VISA, Mastercard, American Express, UnionPay, Diners Club International, DBBL Nexus, bKash, Nagad, Rocket, Upay, Tap'n Pay, City Touch, BRAC Bank, Bank Asia, Islami Bank Bangladesh Limited, AB Bank, Mutual Trust Bank (MTB), Prime Bank, Southeast Bank, First Security Islami Bank Limited, Modhumoti Bank Limited, Ok Wallet by One Bank, Dmoney, Dutch-Bangla Bank Limited, MyCash, Q Cash, FastCash, Islamic Wallet, iPay For offline booking you are welcome with cash or pay order (in favor of 'Senamalncha').
2. If for any reason one wants to cancel or shift the booking then the following policy will be applicable:
 - a. If canceled before 45 days, 15% of the hall rent is deducted.
 - b. If cancelled within 31-44 days, 20% of the hall rent is deducted.
 - c. If cancelled within 08-30 days, 35% of the hall rent is deducted.
 - d. If cancelled within 07 days, 45% of the hall rent is deducted.
 - e. In case of changing date/shifting, 15% additional charge is applicable.
3. The authority reserves the right to cancel or shift any booking for special official purpose. It may only occur in extreme emergency

cases, with very rear possibilities. No subsidy will be deducted in such cases.

4. You are requested fill up all necessary formats of booking with clear details. Incomplete or incorrect/false information may turn into cancellation of booking.

5. Hall booking rent includes the use of specific floor space with AC, tables and chairs, limited sofa sets, one bridal room (less ground floor) and parking facilities only.

6. As a set guideline, one event/program, during day or night, shall span for six hours only. Night event will be from 1800 hours to 2400 hours. A six hours day event may be planned by the client at his own choice within 8 A.M. to 5 P.M. For any additional time needed client will be charged with additional 30 thousands taka per hour.

7. Fireworks or crackers of any kind are strictly prohibited inside or outside the venue for obvious security reason. You are requested to take a special note to this.

8. Horse carriages and band party shall not be used in Senamalancha without permission. Vehicles with tinted glass are not allowed to enter the venue.

9. DJ party or concert with bands are not allowed. Light music with low volume may be arranged under own responsibility with a prior intimation to the authority.

10. Incase of any damage, during use of any material or asset under its control, the user will be obliged to pay the full price for the said damage or replace with the similar material/items.

11. Only unarmed traffic police may be employed on your own initiative with the prior permission of the authority to control traffic, in special occasions.

12. The user shall clean the building, cook house and the surrounding area at his own responsibility after use or shall pay cost to it to the laborers, in coordination with the hall supper.
13. Valued clients must choose their Catering and Event Management Company from the list given online. No outside companies are allowed to organize the event at Senamalancha.
14. Food cooked outside is not allowed to be served in the party. In exceptional cases, it may only be allowed with prior permission and paying the due amount for catering services (25 Taka per guest).
15. List of probable high level political guests and foreigners must be submitted (through mail or hard copy) one month prior to the commencement of the event. Failure to this will be attributed to the client himself.
16. Persona-non-garta or unwanted blacklisted personal are not allowed as guests to Senamalancha. Our valued guests to take a special note to this please.
17. Valued clients are requested to instruct their guests to take care of their own valuables/gifts like mobile, ornaments, parse, etc. under own responsibility to avoid any untoward happening. Authority shall not be held responsible for such loss.
18. Gunmen with arms are not allowed to enter the cantonment with guests. They are welcome to take rest and hospitality in the MP Check Posts.
19. Clients are not allowed to decorate the event or use some special equipment with own accord other than through the contacted Event Management Company. If it is done shall be paid with due amount.
20. Our valued guests and clients are requested to enter Senamalancha through Senamalancha railway gate (opposite to Naval Headquarters) only.