

Senakunja

Shaheed Sharani, Dhaka, Bangladesh

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Hall Terms and Policies

1. Use of Senakunja: Army Headquarters, Department of Welfare and Rehabilitation, reserves the right to cancel the use of the hall at any time if the information specified in the application form or the booking instructions are violated.
2. Inviting foreign guests: The hall user shall discourage the entertaining of foreign guests. If it becomes necessary to entertain foreign guests alone, then the user should fill 03 (three) copies of resume form (collected from Senakunja) of each foreign guest: passport size photograph with passport photocopy of the guest (identity and visa page) at least 04 (four) weeks (28 days) must be submitted in advance at the Senakunja office. If any of the mentioned guests is not given security clearance by DGFI, he/she will not be allowed to participate in the event. Senakunja users will confirm this.
3. Invitation of Political Guests: In case of political persons, the copy of list of guests mentioning name, political identity, address and relationship shall be provided to Senakunja at least 04 (four) weeks before the event for obtaining necessary security clearance.
4. Senakunja time limit and additional time: Senakunja can be used from 1700 hrs till 2300 hrs. BDT 30,000 (Thirty Thousand Taka Only) shall be additionally charged for additional one hour

after the mentioned time. Lights will be switched off at 2400 hours.

5. Senakunja Booking Cancellation/Date Change:

- A. If the booking is canceled before 45 days, 25% will be deducted from the deposit.
- B. 30% of the deposit will be deducted if the booking is canceled 44-31 days before.
- C. If the booking is canceled before 30-08 days, 50% will be deducted from the deposit.
- D. If the booking is canceled within 07 days or less, 70% of the deposit will be deducted.
- E. In case of change of date 20% percent for more than 45 days, 25% percent for 44-31 days, 45% percent for 30-08 days and less than 07 days 60% service charge has to be deposited.

6. Preservation of Walls and Ceilings: Nothing, including the star, can be destroyed on the walls of the Senakunja. No ceiling can be removed, and nothing can be done to damage the hall.

7. Traffic Control: Only unarmed traffic police may be deputed on their own initiative with the prior approval of AHQ to control traffic on special occasions at Senakunja. Under no circumstances shall private or privately owned guards be employed. Coordination with the local military police (Army MP Unit) should be done in advance in this regard.

8. Type of Vehicle, Permission, Use and Packing: Civil trucks, buses, minibuses, coasters and pickups, prior permission/pass from Station HQ, Dhaka Cantonment to enter the cantonment. No vehicles with tinted glass and yellow plates will be allowed to enter the cantonment on the occasion of the event. Parking

should be done in the designated area. Car parking is not permitted in any other area of the cantonment.

9. Use of Lawn: Use of lawing/stage (front of stage covered by rent) enclosure/fence in front of Senakunja lawn (green space) BDT 5 per sq.ft for serving military/retired/serviceman and for civilian customers its BDT 20 per sq. ft.

10. Use of Fireworks/Horse Carriages and Elephants:
Elephants/Horse/Bull carts with fireworks of any kind cannot be used in the Senakunja ceremony (entry through Senamalanha gate and is subject to permission. Elephants/horses/bull carriages can only be used on the road).

11. Use of band: If you want to use band party for any occasion in Senakunja, prior permission must be taken and the band can be used subject to contact with Sena Sadar administrative branch as per the rules for army band.

12. Additional decorations:

A. No kind of light decoration can be arranged outside the designated area of Senakunja. Thai pepper lamps and Parker lights cannot be used on stage inside Senakunja Hall. For additional lighting in designated areas, electricity should be supplied through generators in own system.

B. During the decoration, the permanent installations of the Army Corps shall not be removed in any way and the decoration shall not obstruct the main road. No furniture including sofa, chair, and table can be used outside the hall.

13. Food Menu: No alcoholic beverages shall be included or served in the menu.

14. Cooking Activity: Cooking is strictly prohibited in any place other than Senakunja Cook House. Care should be taken not to damage the floor or walls when using utensils that carry cooked food.

15. Use of event management, catering and cook house:

A. The event must be completed through the listed events and catering at Senakunja. All the goods of the event must be removed from Senakunja by 05.00 hours on this day and night after the event.

B. In case of event management, according to the rules, BDT 50000 to BDT 320000 must be submitted.

C. The user shall clean the building and the surrounding area at his own responsibility after using the Senakunja. Otherwise the user shall perform this responsibility at his own expense through proper coordination with the caretaker of the Senakunja.

D. Before using Senakunja, cooks should submit two copies of name list to Senakunja office mentioning their full residential address and mobile number. No outsider will be allowed to enter except the persons mentioned in the list. Senakunja and hall officials will confirm this.

16. Submission of invitation letter sample: 5 copies of invitation letter should be submitted at Senakunja to reach MP gate 3 days prior to the event.

17. Others: If any damage is caused to any material during the use of Senakunja or under its purview, the user will be obliged to pay the full price for the said damage or replace the similar material.