

# **Trust Milonayoton**

545 Bir Uttam Ziaur Rahman Rd, Dhaka

Mobile: 01312885313

## **Hall Terms and Policies**

1. Fees for events are to be paid by pay order to Trust Auditorium Fund. Cash/cheques are not acceptable.
2. Dues related to the event must be paid 07 days before the event.
3. Customers shall pay a security deposit of Tk 40,000.00 (Forty Thousand Only) cash to Trust Auditorium per event, which is refundable at the end of the event.
4. The following rules will be followed in case of cancellation of scheduled program or change of program date
  - A. 10% deduction of deposit in case of cancellation/change of date before 45 days.
  - B. 25% deduction of deposit in case of cancellation/change of date of booking 44-31 days before.
  - C. 75% deduction of deposit in case of cancellation/change of date of booking before 30-08 days.
  - D. 5,000/-(Five thousand) will be deducted only in case of cancellation of event booking.
5. No refund will be given for the rental if the event is not canceled 7 days in advance.
6. Lighting is mandatory for night events
7. If any customer wants additional lighting, he can do so at his own expense subject to the prior approval of the auditorium authorities.

8. Additional sound system can be used along with auditorium sound system if required.

9. Foreign and political guests. If it becomes necessary to entertain foreign and political guests, the user shall confirm their presence by filling the prescribed form for each foreign and political guest.

10. Any kind of fireworks or bursting of crackers is strictly prohibited in the hall area.

11. Allocated time and additional charges. March-September (day: 1000 to 1600 and night 1800 to 2400. October-February (day 1000 to 1600 and night 1800 to 2400) BDT 15,000 shall be charged for every extra hour of use. The hall will be opened 02 hours before the above time for arranging the stage.

12. The authority reserves the right to cancel any event 03 days prior to special needs.

13. Special facilities with rent:

A. AC: Maximum 05 (five) hours can be used

B. Seating arrangements: Food 300 per batch

C. Round table: 50

D. Sofa set (5 seater): 12 sets and 01 of 2 seater sofa for bride and groom.

E. Car Parking: 100 cars

F. Power supply at all times (standby generator)

G. Security Guard: All the time

H. Stage infrastructure: 1

I. CCTV Camera: Provided

14. Customers can only get food from the listed catering service establishments of the Trust Auditorium. Crockery/Cutlery/Cooking Utensils/Chair Cover (Service Charge BDT 80/-per person for White/Table Fringe/Waiter/Cleaner/Service Boy) to be paid to Trust Auditorium. The listed catering service organization will pay the catering charges to the trust auditorium at the rate of BDT 25/-.

15. Customers can arrange all types of decorations only from the events management organization listed in the Trust Auditorium. The listed events management company will pay the events management / decoration charges to the trust auditorium as per their contract.

16. Affordable Rental Opportunities Military: Serving/Retired/Serving Civilians and Navy/Air Force Serving/Civilians, individuals will receive their/their children only for marriage/bridal functions.

17. Gratuities or tips of any kind are prohibited.

18. If the user destroys / breaks any furniture of the auditorium, the cost of replacement/ repair shall be borne by the user.

19. Approved Events:

- A. Holud, wedding, bride-to-be engagement, wedding anniversary.
- B. Birthday, Aqeeqah, Sunnate Khatna, Kulkhani, Milad Mahfil, Iftar Party.
- C. Annual seminars, cultural events (beyond band shows or concerts).
- D. Any other domestic event.

20. Gratuities and valuables will be kept by the event organizer. Hall authorities will not be responsible for loss.

21. Under no circumstances can customers slaughter cows, goats or other livestock inside the Trust Auditorium and must bring the meat at their own risk. At the end of the event, the extra food will be taken by the customers under their own management, therefore no Patil/Taijaspatra will be provided from the Trust Auditorium.

22. If any untoward incident occurs during the event, the hall authorities should be informed. Under no circumstances can the receivers take any decisions themselves.