



**Confederation of Indian Industry
CII Naoroji Godrej Centre of Manufacturing Excellence**

FACILITIES ON HIRE

The following facilities are available for companies, organisations and institutions for conducting their **in-house** programmes, seminars and meetings. Particulars of facilities and hire charges are as given below :

Particulars	Maximum seating (with table and chair for each participant)	Hire Charges (per day)			
		For up to 30		For more than 30	
		CII Members	Non Members	CII Members	Non Members
1. Hall No 1 (A/c) :	50			Rs9000/-	Rs 10500/-
2. Hall No 2 (A/c) :	25 / 30	Rs 7000/-	Rs 8500/-	Rs 8500/-	Rs 10000/-
3. Hall No 3 (A/c) :	25 / 30	Rs 7000/-	Rs 8500/-		
4. Rooms (A/c) : Total nos. available – 6	Up to 15	Rs 4500/-	Rs 6000/-		

In addition, **VLFM premises can be hired, which** has white boards as walls and carpeted floor
Use of footwear inside the Hall is not permitted. For writing, paper pasted on white walls (with paper tapes) are to be used.

The hire charges of this specially created facility are as follows –

5. Hall No 4 (A/c) :	40 with table / chair 50 / 60 with only chairs			Rs 11000/-	14000/-
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All Halls / Rooms are fitted with screen for projection and white board except in Hall 4. Flip chart board can be used for the purpose. A flipchart board is placed in each room Flipchart sheets and sheets to be pasted on white board will be charged extra. Charges include marker pens for white boards, and energy consumption of one set of teaching equipment (OHP / Laptop/ LCD Projector / TV/VCR).

7. Following facilities will also be arranged on payment of below given charges which are over and above the hire charges for Halls / Rooms

(a) Equipment: (Following are readily available on hire basis)		Rates per day
▪ OHP		Rs.450.00
▪ TV/VCR		Rs.450.00
▪ Only TV		Rs.350.00
▪ Only VCR		Rs.150.00
▪ PA System only (in Halls 1, 2 & 3 and 4) (only one cordless collar mike)		Rs.800.00
• LCD Pointer		Rs. 100.00
(b) Facilities :		
Laptops / PCs brought by the users and used in the programme		Rs. 50/- per unit per day towards energy consumption
Paper Sheets for writing Sheets for pasting on walls / Flipchart Boards		Rs. 20.00 per sheet
Paper tapes		Rs. 35.00 per roll
Name Plates		Rs. 10.00 per name plate
To be hired from outside		
LCD Projector		Rs1100/ -
Laptop		Rs900/-

Taxes as applicable will be charged additionally on all the above-mentioned facilities.

8. Catering:	Suitable premises for dining facilities (buffet style) can be allotted depending upon availability and on sharing basis, at no extra cost. Catering will be arranged through our designated outside contractors only. (only readymade vegetarian food will be served) Hard drinks are not permitted	Depending upon the group size and menu of lunch and tea / coffee twice a day / package would be around Rs250 / 300 per person (+ taxes as applicable). Additional items like breakfast will be available at negotiated rates.
9. Other Amenities:	The Centre is located in a scenic environment. Easy access is possible from Railway Station (East) and Eastern Express Highway at Vikhroli, Mumbai 400 079 (location map is enclosed). Duplicating Facilities	Rs.1.00 per exposure

The following may also be noted:

1) Information on the kind of Event proposed to be held will be required when receiving a booking. The Event activities should remain confined to the hall allotted. The deliberations should not be loud causing disturbances. CII reserves the right for admission.

2) Charges are on 9 hour a day basis between 9.00 a.m. to 6.00 p.m. (inclusive of lunch/tea break) Any fraction of the day will be treated as a full day. Irrespective of the utilization time between 9.00 a.m. to 6.00 p.m., any use before 9.00 a.m. and after 6.00 p.m., will attract additional charges calculated on pro rata basis.

3) For use of facilities on Saturdays / Sundays / CII holidays there will be an extra charge of Rs 1000.00 per day between 9.00 a.m.- 6.00 p.m. For extra hours, Rs. 1000.00 will be taken into account for working out the pro rata charges.

4) Extended use of facilities will be permitted not earlier than 8.00 a.m. and only up to 8.00 pm (by prior consultation and our consent)

5) We have arranged for emergency power supply in Halls 1, 2, 3 and 4 for duration of up to 1 hour only. This will facilitate continuation of Power Point Presentation and few lights only. (AC will not function during such breaks nor would fans be available). No deduction / refund of charges will be made under such circumstances.

6) Payment will have to be made, in advance at the time of booking, by cheque / demand draft in favour of "Confederation of Indian", payable in Mumbai.

7) 25% Charges would be payable if the event is cancelled one week before the event date.

8) Catering services will not be permitted in Lecture halls / Class Rooms.

9) The above tariffs are applicable for programmes held up to 31 December 2015. Revised tariffs will be applicable for programmes held from January 1, 2016.

Contact person for enquiries and booking :

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