

Annexure

1. Hall Rent:

Lunch: **Camellia** (Hall-1) = BDT-1,000,00 (Including Vat & Tax). **Orchid** (Hall-2) = BDT-1,20,000 (Including Vat & Tax).
Olive (Hall-3) = BDT-50,000 (Including Vat & Tax).

Dinner: **Camellia** (Hall-1) = BDT-1,20,000 (Including Vat & Tax). **Orchid** (Hall-2) = BDT-1,40,000 (Including Vat & Tax).
Olive (Hall-3) = BDT-60,000 (Including Vat & Tax).

2. Hall Facilities: Central AC, Electricity, Security, Care Clean, One Green Room, One Podium, Internal Sound System, Two Microphones, One Stage Platform (Movable), One Raffle Draw Box, Parking Facilities, Chairs & dining table in TSCC Hall-1.

3. TSCC Hall Charges (Mandatory):

1.	Hall Rent	BDT-	TSCC Hall-1,2 & 3	
2.	Cutleries, Crockery's & Waiters Charge	BDT-75	Per Persons	
3.	External Lighting Charge (Outside)	BDT-10,000	Every Event (Dinner Program)	
4.	Food VAT & Tax	15%	Every Program	
GRAND TOTAL :				

Important Notes: TSCC received BDT-75 per person for service charge for Waiters, Crockery's, Cutleries, Sofa, Table Top & Cloth, Dish Washing Machine, Hot Cabinet, Ice cube machine, liquid soap, Napkin Tissue etc.

4. Others Charges (Optional):

No	Particulars	Charges (Hall- 1,2 & 3)
1.	LED TV (Live Telecast with Video)	BDT-10,000
2.	Extra Business Hour (Per Hour)	BDT-10,000
3.	Corporate Hall Set-up	BDT-10,000

5. Business Hour: 06 Hours prior to the program (Lunch: 11 AM - 05 PM) & (Dinner: 06 PM-12 AM).

6. Security Money: Fair & Festivals =BDT- 20,000. Corporate Program & Others (1 day) = 10,000. Security Money will be refundable or adjusted within following 07 working days after the program.

7. TSCC Enlisted Food Catering Providers:

Iqbal Catering 01713-334054	Khan Catering 01711-187309	Kamal Catering 01842-989202	Cassarole Catering 01778-901341
Hashem Catering 01943-344441	Faku Mia Catering Service 01795-395645	Master Chief Subrat Ali 01617778047	Thandu Mia Catering 01724-992447
	Kawser Catering 01779-354848	Salam Catering 01711-523565	

8. TSCC Enlisted Floral Decoration/ Events Providers:

The Sarothee 01713-334036	Grand Capital 01712-574365	Wedding Haat 01880-166667	Shaadiana Wedding & Destivity Solutions 01713-003604
The Events, BD 01712-851535 Facebook: theevents.info	Elegant Event Solutions 01675-694452	Indoor & Outdoor 01715-042147	Sky Born Event & Wedding Planner 01744-325532
	Grasshopper weddings & Events: 01675-700201	Event BD 01612-372352	

9. Payment Modality:

i) All charges to be paid by the client through P.O/D. D/ Account pay cheque/ Cash in favor of **"Japan Garden City Ltd"**. 50% of total venue rent to be paid as advanced at the time of booking & rest of the amount to be paid at least 10 days prior to the event/program.

ii) In case of musical concert, 50% of total venue rent to be paid as advanced at the time of booking & rest of the amount to be paid at least 15 days prior to the event/program.

iii) Vat challan for food to be submitted to TSCC authority four (04) days prior to the event/program.

10. Documents:

i) The client should provide any documents (Photocopy of NID/Passport/Utility bill/Trade License/Business Card etc.) at the time of booking for identification

ii) Client will have to submit original documents (as and when applicable) like a) NOC from NBR, b) Clarence from Ministry of Commerce, C) Clearance of Cultural Affairs, d) Police Permission involving local police station, five (5) days prior to the program/event.

11. Damage: The client will be responsible to compensate for the damages caused by their guest or their appointed service providers either to the venue, materials or any other part of the property.

12) Important Notes:

i) Measurements of outer area & hangars:

<u>Zone</u>	<u>Total Area (In Sft.)</u>
Area of TSCC Camellia (Hall-1)	14,000 Sft.
Area of TSCC Orchid (Hall-2)	26,000 Sft.
Area of TSCC Olive (Hall-3)	8,000 Sft.

ii) Food VAT to be provided to Tokyo Square Convention Center.

iii) Original copy of money receipts to be shown to accounts departments, TSCC to get back security money.

iv) No extra charges applicable if the food is served in minimum two shifts. When the requirements are **"At a Time"** serving method then the client needs to pay for 50% of required waiters subject to BDT-400 per waiter.

v) Program Preparation Meeting (PPM) is where our operations team, event management team, caterer & client have a complete discussion about the event. The requirement stated in this meeting will be final. No more changes can be made after this meeting. The meeting needs to be arranged 4(four) days prior to the event.

vi) PPM must be held 4 (four) days before the event.

vii) Full Payments to be cleared before PPM. Event will be cancelled if it is not fully paid before five days.

13. Hall Details & Set-up Criteria:

Sl. no.	Hall Name & Number	Hall Capacity	Banquet Dining with Stage at a Time	Waiting	Table	Chair	Sofa
01.	Camellia (Hall-1)	600-500 Persons (Maximum)	200	150	20	350	30
02.	Orchid (Hall-2)	800-1000 Persons	600	200	60	800	50
03.	Olive (Hall-3)	300-400 Persons (Maximum)	150	100	15	250	20

14. Regarding any query or assistance during the event, the client can get help from TSCC help desk corner or Dial **01819-212913**.

Thanks with regards-

Md. Abdullah Al Mamun
In-Charge
Tokyo Square Convention Center.