



**BSE Limited**

**VENUE (BSE) BOOKING FORM**

**DATE:**

Click or tap to enter a date.

**NAME OF APPLICANT/COMPANY:**

**ADDRESS OF APPLICANT/COMPANY:**

**PURPOSE OF USAGE:**

**DATE OF FUNCTION/EVENT:**

Click or tap to enter a date.

**VENUE SELECTED:**

**OTHER**

**DURATION OF BOOKING:**

**FROM** Click or tap here to enter text.

**TO** Click or tap here to enter text.

**SIGNATURE OF APPLICANT/AUTHORISED**

**SIGNATORY WITH OFFICE SEAL**

Venue Charges				
Venues	4 Hours	8 Hours	12 Hours	24 Hours
International Convention Hall	90,000	160,000	1,80,000	3,60,000
Other Venues – (New Banquet Hall – 1st Floor, Nalanda/Zone Startups – 18th Floor, Norton Hall - 1st Floor, Board Room – 25th Floor, Board Room – 15th Floor)	30,000	60,000	NA	NA

## TERMS AND CONDITIONS

1. The Venue may be made available pursuant to acceptance of the above application by BSE and subject to payment by the applicant/company to BSE.
2. BSE reserves its right to refuse a booking at the Venue.
3. The Venue will be provided on "First come and First Serve basis" along with advance payment, booking will be confirmed only after the advance payment is made to BSE.
4. The entire amount will be required to be paid as advance along with the application seeking booking.
5. The cheque towards payment for booking of the Venue should be drawn in favour of BSE Limited.
6. 50% of the charges will be deducted by BSE if the booking towards the event scheduled is cancelled within 7 days of application submitted to BSE. 100% charges will be forfeited if the booking is cancelled prior to 2 days of the date of the event scheduled.
7. Applicable levies/taxes/charges will be charged in addition to the above rates.
8. Changes in dates and timing will be considered, subject to availability of the Venue, at no extra cost.
9. BSE reserves the right to cancel the application made towards booking of the Venue without assigning any reasons.
10. The above charges are for Venue to be provided between 9.30 AM and 6.30 PM for Monday to Friday and between 9.30 AM and 2.30 PM on Saturday. Additional air conditioning charges of Rs. 6,000 per hour will be applicable if air conditioning is required outside of these hours.
11. Charges for booking & usage for 4 hours for Listing ceremonies will be Rs. 1,30,000/- inclusive of snacks & beverages at the International Convention Hall.
12. The time for booking should also include the time required for setup and the applicant/company should book the International Convention Hall accordingly.
13. The International Convention Hall is provided for shootings subject to restrictions and terms and conditions as prescribed by the Government of Maharashtra/regulatory authorities and BSE's management from time to time. The applicant/company booking the International Convention Hall should check the same with the concerned BSE official(s). The rates for shooting are different, subject to change and can be checked by the applicant/company booking the Venue with the concerned BSE official(s).
14. The applicant/company undertakes that the event will not be conducted and that its guests will not behave in a way which will or may constitute a breach of the applicable laws or cause a nuisance or be an infringement upon the premise/property of BSE or raises security concerns.

15. The applicant/company will be liable for any liability arising on account of misconduct/negligence/in bad faith by the applicant/company and shall indemnify BSE accordingly.
16. The applicant/company undertakes that it shall not indulge in any activity/behaviour thereby bringing disrepute to BSE.
17. At the end of the event the applicant/company shall remove from the Venue anything which they had brought into the Venue for the purposes of or in connection with the event and shall ensure that the Venue used is clean, undamaged and free from rubbish/litter.
18. The applicant/company shall not sub-let or further offer the Venue to a third party. The applicant/company shall not assign, transfer or sub-contract its rights and/or obligations under these Terms and Conditions and General Guidelines.
19. The applicant/company agrees to reimburse all expenses incurred by BSE resulting from the breach of its obligations under these Terms and Conditions and General Guidelines.
20. The applicant/company undertakes not to use the Venue for any other purpose other than those for which the booking has been granted by BSE.
21. The applicant/company understands that BSE shall neither be liable to the applicant/company or any other person(s) nor responsible regardless of the cause or duration, for any errors, inaccuracies, omissions, or other defects in, or untimeliness or unauthenticity, or for any delay or interruption, or for any claims or losses arising therefrom or occasioned thereby during usage of the Venue or thereafter.
22. The applicant/company understands that BSE shall provide the Venue on best efforts basis and it shall neither be responsible nor warrants that the Venue will be uninterrupted or free of any error, omission, defect, shortcomings or technical/system limitation of any nature for any reason beyond the control of BSE.
23. The applicant/company have obtained all the necessary approvals, consents, sanctions or authorizations required to accept, submit and perform these Terms and Conditions and General Guidelines and no other approvals, consents, sanctions or authorizations of any regulatory authority or any other person are required to be obtained by the applicant/company for the submission and acceptance of these Terms and Conditions and General Guidelines.
24. BSE does not make any representation or provide any warranty, expressed or implied and does not provide any advice in relation to the event to be conducted at the Venue.
25. The applicant/company understands that the event to be conducted at the Venue is not endorsed by BSE.
26. The applicant/company understands and agrees to abide by the disclaimer/warranties provided for while using the Venue.

27. The applicant/company shall indemnify, defend or at the option settle and hold BSE free and harmless from and against including but not limited to any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorneys' fees and costs incurred for any legal proceedings, relating to, resulting from or in any way arising out of a breach or material breach of any of applicant's/company's representations, warranties or obligations contained herein including loss or damage arising out of applicant's/company's wilful misconduct or negligence.
28. BSE shall not be liable to the applicant/company for any harm, loss, damage or injury caused due to causes beyond its control such as tide, storm, cyclone, flood, lightning, earthquake, fire, blast, explosion or any other act of God, epidemic, war, rebellion, revolution, insurrection, embargo or sanction, blockade, riot, civil commotion, labour action or unrest including strike, lock-out or boycott, interruption or failure of any utility service, enemy action, criminal conspiracy, act of terrorism or vandalism, sabotage, hacking, unanticipated technological or natural interference or intrusion, loss or damage to satellites, loss of satellite linkage or any other data communications linkage, loss of connectivity or any other irresistible force or compulsion.
29. The decision of BSE in the matter shall be final and binding on the applicant/company booking the Venue.
30. These Terms and Conditions and General Guidelines are subject to change without any prior notice to the applicant/company.
31. The applicant/company agrees that these Terms and Conditions and General Guidelines with respect to the Venue provided by BSE shall be governed by the Laws of India and shall be subject to the exclusive jurisdiction of the Civil Courts at Mumbai.

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**Branding Guidelines and General Guidelines for using the venue at BSE Limited (BSE)**



### **Branding Guidelines for International Convention Hall at BSE Limited**

1. No physical Branding like Standee, Banner, Backdrop etc. is allowed on the stage at the International Convention Hall. LED screen can be used for digital branding at the International Convention Hall.

**Size of the LED is 30 ft W x 15 ft H (Branding resolution 2304 X 1152 Pixels)**

(Sample above)

2. Branding of the company on the podium is allowed, beneath the BSE logo at the International Convention Hall. The branding should be inserted in the frame provided below the podium and not stuck.

**Size of the podium – (27.5 Inch Height x 26.5 Inch Width)**

(Sample below)



3. No backdrop/branding is allowed to be put up on the stage except podium branding at the International Convention Hall.
4. The podium cannot be covered completely, the creative should fit in the podium as mentioned above.
5. The backdrop can be displayed on the large LED screen at the International Convention Hall as mentioned above.

### **General Guidelines**

1. No banner is allowed to be stuck/affixed in the premises of BSE; the applicant/company can place their standees after seeking prior approval from BSE.
2. No nails should be hammered / drilled/ put on the décor in the Venue. Any type of nailing on the stage at the International Convention Hall is not allowed, the organizer should ensure that no damage occurs to BSE property. In case damage is found, applicable fine will be imposed by BSE.

3. Overnight setup is not allowed, special request thereto can be provided on case-to-case basis. Female staff are not allowed for overnight setup.
4. The applicant/company booking the Venue should share all the details regarding setup 3 days prior to the date of event scheduled.
5. The organisers have to ensure that the crew/staff do not loiter outside the Venue as BSE being a high security location and agree to abide by the security guidelines issued by BSE from time to time.
6. The organisers have to ensure that the view of cameras in the Venue is not covered.
7. Smoking/Spitting is not allowed within BSE premise. This policy will be strictly enforced. If found violating the same, appropriate action may be taken.
8. The carpet on the stage should not be damaged, if damage is found, the organisers will have to replace it at their own cost.
9. Flower arrangements can be done with prior approval of BSE.
10. The number of persons from the applicant/company should be informed to BSE for the seating arrangement purpose.
11. Use of gas cylinders and washing of dishes are not allowed in BSE premises.
12. Generator, OB Van or vehicles are not allowed within BSE barricading area as per the direction of Mumbai Police.
13. The vehicles can drop the material for setup from 8:00 P.M. to 8:00 A.M. (provided they are included in setup time).
14. It is mandatory to give the details of the programme like type of event, flow of events, format of the event, number and type of audience attending the event, the name of the dignitaries to be present at the event etc., at the time of booking the Venue.
15. The applicant/company is required to do a proper recce of the Venue and take proper measurements for branding options.
16. All the collaterals present in BSE premises will not be unauthorizedly removed from the Venue and will remain at the places kept.
17. The applicant/company is required to share the audio/visual, if any, to be played before/during the event 3 days prior to the event.
18. The list of persons attending the event on behalf of the applicant/company with contact details to be shared with BSE, for security permission.

19. List of media invited for giving entry permissions to be shared with BSE.
20. Name of vendors, their contact details and details of equipments to be brought for the setup with the time have to be shared with BSE.
21. Name and details of the photographer and videographer with their camera and equipments' list have to be shared with BSE.
22. Brochures/collaterals with details to be shared with BSE along with quality to be emailed for security permission.
23. The event management staff should wear a badge approved by BSE for multiple entries.
24. In case the event is advertised in media; soft copy of advertisement has to be shared with BSE for BSE's approval.
25. The entry of invitees with camera is strictly prohibited. The invites must carry a valid ID proof.
26. Snacks/food and tea/coffee/cold drinks is not allowed to be served inside the International Convention Hall and should be served at the Banquet Hall adjacent to the International Convention Hall.
27. Consumables, i.e., vegetarian food, tea/coffee/cold drinks will be allowed to be served in the Banquet Hall strictly. Non-vegetarian food and alcohol are not permitted to be served in the Venue including BSE's premises.
28. The concerned applicant/company is mandatorily required to submit the above Venue booking form to BSE.

In case of any query please contact the assigned as below:

**Mr. Kalpit Kshatriya**

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