



**GOVT. OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER:: TINSUKIA**  
**(NAZARAT BRANCH)**

No. TNZ.8 /2023/ 27

Dated, Tinsukia the 29<sup>th</sup> May, 2025

**NOTICE**

In the interest of public service and in pursuance of Govt. Notification EcF No. DoHUA-519469/11 dated 09.08.2024, it is hereby notified that the Convention Centre, Tinsukia will be kept open for reservations on rent for Govt. function / Citizen function / NGO/Institutional & Educational Events, Meeting, Parties, Holiday Gatherings, Displays, shows etc. w.e.f. 01.06.2025. The following rates are applicable for organizing various types of function

Types of function	Ground	Building	Cleaning charge
Govt. function		10,000/-	5,000/-
Citizens function/ NGO	10,000/-	15,000/-	7,000/-
Institutional & educational events	10,000/-	15,000/-	7,000/-
Social event			
i. Social function (above 100 persons)	20,000/-	35,000/-	7,000/-
ii. function (Less than 100 persons)	10,000/-	15,000/-	5,000/-
iii. Rituals	10,000/-	10,000/-	7,000/-

iii.			
Commercial / corporate events	50,000/-	70,000/-	10,000/-
DoHUA function	Nil	Nil	Nil

**Terms and Conditions**

1. The interested party/ organizations / individuals will have to apply for booking of the above facilities in their own authorized pad including rubber stamp / petition to the Convention Centre Management Committee, Tinsukia at least 7 (Seven) days before the date of actual booking but not more than 30 (Thirty) days prior to the day of use. Reservations will only be accepted from persons of 18 years and above.
2. The Convention Centre is available on a first come first serve basis.
3. Use of the premises is subject to payment of fees as prescribed above. Reservations shall not be final until all applicable fees have been paid and are confirmed by Nazarat Officer or his representatives in writing.

District Commissioner

4. Security deposit should be deposited @ Rs.10,000.00 per event / booking. Security Deposits is to be paid by separate cheque. If not used, it will be returned. Full payment of Security Deposit is due when the agreement is executed. The Security Deposit will be returned to the Tenant after inspection of the premises.
5. Refunds will be made only for reservations cancelled at least forty-eight hours prior to the scheduled use or due to cancellation of the event by the District Commissioner or his representatives.
6. The Convention Centre Management Committee, Tinsukia will not take any responsibility for loss or damage of any articles/equipment/belongings of the party during the period of their booking and also will not allow to entertain any member(s) to continue for longer period than one day of conclusion of the function etc. within the Convention Centre Campus for custody of any unshifted articles/equipment / belonging etc.
7. The party/organization willing to organize meetings inside the Convention Hall should submit a list of participants/delegates including officials showing nos. of total persons for entry in to Convention Centre, Tinsukia Campus maximum 200 (Two Hundred) along with the numbers of a maximum of 35 (Thirty five) small vehicles (4 wheelers) inside the Convention Centre premises to the Convention Centre Management Committee, Tinsukia not later than two days before the commencement of the programme so as to enable the authority to issue necessary entry passes. No MMV / HMTV with capacity of more than 7 Passenger (other than SUV) will be allowed in the designated parking place outside the Boundary wall of the Convention Centre.
8. Tenant shall acknowledge and shall agree that fines, fees, penalties, or other assessments may be incurred for violation of any of the terms of the Rent.
9. The Tenant shall not use or occupy or permit the Premises or any part thereof to be used or occupied for any unlawful business, use or purpose nor for any business, use, or purpose deemed disreputable or hazardous, or in any manner which is in violation of any Law or Regulations.
10. Tenant shall be responsible for hiring all set-up and return of tables, chairs, or any other furniture or equipment at their own risk. Convention Centre Management Committee will not be responsible for any lost or damaged article hired by tenant. The Tenant is allowed for hiring of outside caterer / event management company at their own cost. It is tenant's responsibility to hang and remove said decorations properly as to not cause damages to the premises
11. Damages to the premises and its equipment, either intentionally or through negligence or accident, shall be paid for by tenant. If damage occurs, Property Owner can use all or part of the security deposit, as liquidated damages to repair the premises. If the costs of repair are more than the security deposit, tenant will be separately billed and shall be responsible for all costs of repair.
12. Smoking shall not be allowed on the premises.
13. Alcoholic beverages shall be allowed only under the existing license policy of the State Government.
14. The Tenant is required to execute an agreement with the District Commissioner or his representatives as per the agreements form enclosed at ANNEXURE I.
15. The payment should be made through bank transfer or online mode, no cash payment will be accepted.
16. The Convention Centre Management Committee, Tinsukia reserves the right to take any action as deemed fit by them for any kind of untoward incidents on the part of the party occurring during their booking period.

  
District Commissioner  
Tinsukia

17. In case of any commercial programme, the organization must submit Income Tax Clearance certificate along with a No Objection Certificate from the undersigned.
18. The time of any cultural performance in the Convention Centre, Tinsukia Premises is up to 10 PM and no 'Night Stay' of any member or crew of the Party will be allowed to stay inside the premises of the Convention Centre without any prior permission to the Convention Centre Management Committee, Tinsukia.
19. No film shooting inside the campus will be allowed and no Rock Show/Fashion Show will be entertained in any case, by the Convention Centre Management Committee of the Convention Centre, Tinsukia
20. Any kind of temporary shed is to be Constructed outside the Convention Centre Building on demand of the meeting, the Hiring party have to give the Plan of such construction and the connectivity of electricity or other services must be declared beforehand so that no damage can be inflicted to the beauty of the 'Convention Centre' and any kind of Electrical hazard/Sewage hazard may arise during such period. No Temporary Electrical Connection will be allowed without the guidance of the Electrician of the Convention Centre Management Committee, Tinsukia in any case.
21. Lighting of Candle/Diya inside the convention Centre Building except at the Entrance near the Ramp is strictly Prohibited.
22. Intermediate cleaning during the event shall be done by the party.
23. The Convention Centre Management Committee reserves the right to cancel any reservation at its sole discretion, without prior notice.
24. All the Terms and Conditions mentioned in the Govt. Notification No Ecf. No. DoHUA-519469/11 dated 09.08.2024 is to be adhere to strictly.

  
District Commissioner  
Tinsukia

Memo No. TNZ.8 /2023/27 A)

Dated, Tinsukia the 29<sup>th</sup> May, 2025

Copy to :

1. The Addl. District Commissioner (Nazarat), Tinsukia for information.
2. The DIPRO, Tinsukia for information and necessary action.
3. Nazir, O/o the District Commissioner, Tinsukia for information.
4. Notice Board, DC's Office, Tinsukia

  
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