



## FACT SHEET: Meeting Package Service (Revised: 1 Feb 2012)

### FEATURES

- Event spaces can be chosen from:
  - Board Room( 14 seater)
  - E- classroom ( 35 seater)
  - Training Room ( 60-80 seater)
- Chalk board/ white board available
- Air conditioning. Adequate lighting and ventilation.
- Back-up power for lighting and selected power points.
- LCD projector is available for free on request but it will be handled by Venture Center IT expert.
- NCL Innovation Park's serene and elegant environment. Security. Free Parking. Basic janitorial services.
- Lunch will be provided in Venture Center cafeteria.
- Basic Utilities including electricity and water are included in Price.

### ELIGIBILITY

- The event spaces at Venture Center shall be available for conducting meetings and discussions that are related to science, technology, entrepreneurship, business/venture development, education and some related activities.
- The management of the Venture Center shall exercise judgment in making available the Meeting Package to applicants ensuring that activities held at the Meeting Package are in sync with intellectual environment and brand equity of the NCL Innovation Park.

### TERMS

- **PAYMENT TERMS**
  - Reservation and booking of the Meeting Package shall be strictly against full payment in advance.
  - Payment is acceptable by DD or cheque payable in Pune or at Par or could be deposited directly into the Venture Center's bank account.
  - Booking once made shall be non transferrable or payment made thereof shall be non-refundable.
- **USAGE TERMS**
  - Only full day slots (9 am- 5 pm) are available to avail of this service.
  - Meeting package service is available for minimum of 14 persons.
  - Any extension of time shall be depending upon the next schedule. The extension may be normally permitted if possible considering the schedule and other requirements. Hourly rates of relevant event space prevail if extension is required.
  - Venture Center reserves right to decide venue space depending on availability, number of participants and nature of event.
  - Food is not allowed inside the meeting space. Client may put up a request in advance with Venture Center administration to be allowed to do so.
- **OTHER TERMS**
  - Applicant/ user shall not (intentionally or otherwise) do anything to suggest that the Venture Center or NCL as being party to the activities planned at the event venue.
  - Applicant/ user shall ensure that the Venture Center's property in the event venue or adjacent property is not damaged in any way and that the Room and its surrounding is left clean at the end of the event.
  - Any damage to the property in event venue shall be made up as per the prevailing costs without *demur* by the user.
  - Applicant/user shall not represent themselves as incubatees of the Venture Center.


**PRICING**

Level 1	Rs 500 per person per day (Minimum: 14 persons)	Includes: <ul style="list-style-type: none"> <li>• Meeting venue:             <ul style="list-style-type: none"> <li>○ Choose between Board Room (14 seater), Training Room (60-80 seater), E-ClassRoom (35 seater)</li> <li>○ Air conditioned</li> <li>○ Boards – chalk/ white + supplies</li> <li>○ Audio/ visual</li> <li>○ Sound system in larger rooms</li> <li>○ Free parking</li> <li>○ Serene, green environment</li> </ul> </li> <li>• Lunch             <ul style="list-style-type: none"> <li>○ Buffet style at VC Cafeteria</li> <li>○ Vegetarian</li> <li>○ Soup – 1</li> <li>○ Breads - Rotis</li> <li>○ Rice - 1</li> <li>○ Sabji – 1 wet (paneer), 1 dry</li> <li>○ Daal -1</li> <li>○ Pickle/Papad/ Salad</li> <li>○ Dessert -1 sweet</li> </ul> </li> <li>• Tea breaks:             <ul style="list-style-type: none"> <li>○ Tea and coffee – 2 times</li> <li>○ Biscuits</li> </ul> </li> <li>• Meeting room supplies:             <ul style="list-style-type: none"> <li>○ Memo pad (30 pages), pen, folder</li> </ul> </li> <li>• Name board at Venture Center reception</li> </ul>
Level 2	Rs 700 per person per day (Minimum: 14 persons)	Includes: <ul style="list-style-type: none"> <li>• Meeting venue:             <ul style="list-style-type: none"> <li>○ Choose between Board Room (14 seater), Training Room (60-80 seater), E-Class Room (35 seater)</li> <li>○ Air conditioned</li> <li>○ Boards – chalk/ white + supplies</li> <li>○ Audio/ visual</li> <li>○ Sound system in larger rooms</li> <li>○ Free parking</li> <li>○ Serene, green environment</li> </ul> </li> <li>• Lunch             <ul style="list-style-type: none"> <li>○ Buffet style at VC Cafeteria</li> <li>○ Vegetarian</li> <li>○ Soup – 1</li> <li>○ Starter -1</li> <li>○ Breads - Rotis</li> <li>○ Rice – 1</li> <li>○ Sabji – 1 wet, 1 dry</li> <li>○ Daal -1</li> <li>○ Pickle/Papad/ Salad</li> <li>○ Raita/Salad</li> <li>○ Dessert -1 sweet, 1 icecream</li> </ul> </li> <li>• Tea breaks:             <ul style="list-style-type: none"> <li>○ Tea and coffee – 2 times</li> <li>○ Specialty biscuits/ cookies</li> </ul> </li> <li>• Meeting room supplies:             <ul style="list-style-type: none"> <li>○ Water bottles -2 per person X 500 ml</li> <li>○ Memo pad (30 pages), pen, folder</li> <li>○ Candy</li> </ul> </li> <li>• Name board at Venture Center reception</li> <li>• Additional benefits: Rs 50 discount per person if</li> </ul>



		Level 2 service used within 2 months(minimum 14 participants)
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Note: Please note that no discounts apply in this service.

#### ADDITIONAL SERVICES

Venture Center provides services for your event at additional charges as mentioned below:

Service	Charges
Colour print	Rs 10 per page
BW print	Rs 2 per page
Spiral binding( upto 100 pages)	Rs 30
I card – Colour(with lace & i-card cover)	Rs 13 per icard
Certificate printing	Rs 15 per certificate
Certificate lamination	Rs 15 per certificate
Stationery kit with : I-card Note-pad Pen Hand-out( provided by client)	Rs 10 per kit

Note: For additional services, printables need to reach Venture Center at least eight days prior to the event.