ECOVILLE – THE FARM

LETTER OF AGREEMENT

To:

_____

Greetings from Ecoville – The Farm, Pune!
We thank you for considering Ecoville for your forthcoming event on _____.

Pursuant to our discussion, please find below the general terms and conditions for your reference and acknowledgement.

VENUE BOOKING DETAILS

Guest Count	Half-Day Rental	Full-Day Rental
Up to 25 guests	₹30,000	—
25 to 50 guests	₹50,000	—
50 to 100 guests	₹75,000	—
100 to 200 guests	₹1,00,000	—
200 to 350 guests	₹1,40,000	—
Above 350 guests	₹2,00,000	—
All capacities	—	₹2,80,000

Session Timings:

- First Half: **7:00 AM – 2:00 PM**
- Second Half: **3:00 PM – 10:00 PM**

Other Details:

- Outside catering and decorators are permitted.
- ₹35,000 rental applies if extra slot needed for décor installation or clearance.
- Refundable security deposit of ₹50,000 to be paid 30 days prior to the event. The **security deposit shall be refunded within a period of 7 to 21 working days** from the date of the event, subject to inspection of the premises and compliance with all terms and conditions mentioned in this agreement.

- To ensure that the security deposit is refunded to the correct bank account, the Guest is required to attach a cancelled cheque copy along with this agreement at the time of submission.
- The security deposit shall be refunded only to the same person and bank account from which it was originally received.
- The Pottery Studio / Art Club is a separate entity and is not included in the venue rental. Access to the full farm along with the Pottery Studio / Art Club must be booked separately at an additional charge of *₹15,000 + 18% GST*.
- 18% GST applicable on all payments *(excluding refundable deposit)*.
- The Guest is required to share complete GST details in advance for the same to be reflected correctly on the invoice and for input tax credit to be claimed, if applicable.
- Once the invoice is generated on the event day, no modifications or revisions shall be permitted. All billing and GST-related details must therefore be submitted prior to the event date.

PAYMENT TERMS

- **Booking Payment:** 50% of venue rent to confirm booking.
- **Final Payment:** Remaining 50% + deposit, due 30 days before event.
- **Refunds:** Processed within 7-21 days post-event, subject to checks.

Bank Details:
Name: Ecoville The Farm
Bank: HDFC Bank Ltd
Branch: F.C. Road, Pune
A/c No: 50200060895850
IFSC: HDFC0000103

CANCELLATION POLICY

- **Within 1 month of booking or 3 months before event:** 25% cancellation fee
- **After that period:** 50% of the rental amount retained
- **Within 30 days of event:** Full payment applicable

Note: In case of event cancellation due to natural calamities, Ecoville will not be held responsible. The cancellation policy will apply as stated above.

VENUE RULES & POLICIES

Use of Property

- Pottery studio access not included unless booked separately.
- Venue rental includes only the **farm space and washrooms**.
- **No furniture** or other farm assets included in standard rental.
- Any Ecoville furniture/props must be explicitly agreed in writing.
- The Venue shall **not be handed over on the event date** unless the **agreement is duly signed**, and **100% of the balance venue rental amount along with the applicable security deposit** has been received by Ecoville – The Farm in advance.
- Agreed items will be handed over on **One day prior to event date** and returned post-event on **One day after the event date**. Damage/loss will be deducted from deposit.

Entertainment

- Only soft/classical/live music allowed at low-medium volume.
- **Music permitted till 9:00 PM only**.
- **Loud music strictly prohibited**, even with license.

Décor

- Guest/decorator responsible for all setup and removal.
- Use **eco-friendly materials** only. No nails/sticking.

Eco Guidelines

- **No utensil/dishwashing on the property**.
- No chemicals or pollution permitted on-site.
- All garbage/waste must be removed by vendors.

Permissions & Licenses (to be submitted 48 hours prior)

1. NOVEX License
2. Police Permission
3. Foreign Performer Permissions *(if applicable)*

OPERATIONAL GUIDELINES

Safety & Damage

- Dedicated supervisor required during setup.
- Gates must remain closed.
- Guest responsible for damage to **property, animals, trees, or furniture**.
- Ecoville not liable for theft/loss of guest belongings.

Restrooms

- Regularly cleaned by Ecoville team during event.
- Vendor staff must use designated restrooms.

Venue Cleanliness & Responsibility

- Clean venue handed over by Ecoville.
- Farm staff not responsible for post-handover cleaning/clearance.
- Guest/vendors responsible for **complete site clearance**.
- All garbage, props, materials must be removed post-event.

Power Supply

- Generator backup for **permanent lights only**.
- Guest/decorator to arrange generator for **event-specific lighting**.
- No high-load equipment on regular sockets.

Parking

- Valet service recommended.
- **No JCBs/cranes** allowed.
- All vehicles must be parked **outside** after unloading.

Venue Clearance

- Venue to be returned in original condition after agreed time period.
- **Extra time charge:** ₹15,000/hour *(deducted from deposit)*

Furniture Handling

- All Ecoville furniture used must be protected and returned safely.

Vendor Agreements

- Separate agreements with **caterer and decorator** mandatory.
- Submit signed copies **30 days before event**.

Alcohol & Substance Policy

- **Alcohol is strictly prohibited** on premises.
- Violations will lead to **legal action**.

Deductions from Security Deposit

In case of non-compliance with the terms and conditions mentioned in this agreement, the following indicative deductions shall be applicable and deducted from the security deposit:

Consumption of alcohol on the premises – ₹50,000
Loud noise / noise complaints – ₹20,000
Damage to trees, plants, or green cover – ₹10,000
Hanging or fixing decorations on bamboo mats – ₹20,000
Food dumping on ground, littering, or failure to clean venue premises post-event – ₹15,000
Non-removal of decorations after the event – ₹15,000
Washing of utensils / dishes on the property – ₹15,000

The above amounts are tentative and indicative in nature. In the event that the actual damage, loss, cleaning cost, or restoration expense exceeds the indicative amounts mentioned above, Ecoville – The Farm reserves the right to deduct the actual cost incurred, based on assessment, vendor charges, or repair/restoration expenses.

Any damages or violations resulting in costs exceeding the security deposit amount shall be recoverable from the guests, and the guest agrees to settle such additional amounts immediately upon intimation.

GUEST & VENDOR VISITS TO THE FARM

- All **post-booking site visits** by guests or vendors must be **pre-informed** to the Ecoville team.
- Includes planning meetings, measurements, or prep work.
- **Unscheduled visits may not be allowed** to protect security and operations.

GST DETAILS: _____

CONTACT FOR EVENT COORDINATION

Please provide a representative for on-day coordination:
Name: _____
Contact Number: _____
Relation: _____

ACKNOWLEDGEMENT

I have read, understood, and agreed to the above terms and conditions.

For Ecoville – The Farm

Name:

Signature:

_____

Date: _____

For Guest / Event Host

Name:

Signature: _____

Date: _____