

## Viveka Aditya Academy

(A UNIT OF VIVVATIKA)

836, Block –A , Lake Town, Kolkata 700 089

Viveka Aditya Academy offers a dynamic environment designed to foster collaboration, innovation, and personal growth. It is a flexible co-working space at the same time being a learning hub, catering to diverse groups, including students, professionals, and entrepreneurs.

Viveka Aditya Academy offers well appointed co-learning space for educators, students and entrepreneurs. The facilities available are lounge, wifi, lecture rooms, conference hall with video conferencing facility and food court.

Viveka Aditya Academy offers Co Learning Workspace at affordable rates. The following spaces can be booked by members only on hourly basis.

- AC Meeting / Lecture Room for 60 people with chairs & tables.
- AC Meeting Rooms for 8 people with Chairs and Tables
- AC Meeting / Lecture Room with PA System and Smart Screen Display with WiFi for 60 people.
- Work Stations with Internet, Printing and Scanning

### How to become a Member

#### Eligibility:

- The person desiring to be member must be at least 21 years old.
- Proof of identity and age is required at the time of booking.

#### Membership Confirmation:

- He/ She will have to appear before the Centre In charge.
- A completed booking form and a Membership Fees are required to secure the Membership.
- Memberships are confirmed only upon receipt of the Membership Fees and a signed Membership Agreement.

#### Privileges of a Member

- A member can book any of the Co-Learning Space that the Viveka Aditya Academy Provides at a concessional rate on hourly basis to organise any educational or business event.
- A member can join any of the ongoing regular events. Currently the Academy is providing Hindustani Classical Class by Guru Mrinal Kanti Sen on Sundays and Career Counselling Services by ICS – Institute for Career Studies.
- Only members can enter into Co-Learning Space Sharing Agreement.

#### Membership Agreement Template

This Membership Agreement is made and entered into as of [Date] by and between [Centre in Charge, Viveka Aditya Academy] and a "Member".

#### 1. Term:

1.1. **Commencement:** The term of this Agreement shall commence on [Start Date] and shall continue for a period of [Term Length] months, unless earlier terminated as provided herein.

1.2. **Renewal:** This Agreement shall automatically renew for successive [Renewal Term Length] month terms unless either party provides written notice of non-renewal at least Seven days prior to the end of the then-current term.

#### 2. Membership Fee:

2.1. **Payment:** Member shall pay to Viveka Aditya Academy a Membership fee of [₹ 300] per year.

2.2. **Payment Terms:** Payments shall be made in advance.

2.3. **Late Fees:** If Member fails to make a payment by the due date, a late fee of 15% of the unpaid amount shall be charged.

### Co Learning Workspace Sharing Agreement

#### 3. Space Access and Use:

3.1. **Access:** Member shall have access to the co-learning space during 11:00AM – 06:00 PM.

3.2. **Use:** Member shall use the co-learning space solely for legitimate business purposes and in compliance with all applicable laws and regulations.

3.3. **Conduct:** Member shall conduct themselves in a professional and respectful manner at all times.

#### 4. Amenities and Services:

4.1. **Amenities:** Member with access to the following amenities and services:

- AC Ground Floor Lobby for 30 people with chairs & tables and PA System
- AC Meeting Room for 8 people
- AC Class / Lecture Room with PA System and 72 inch Smart Screen Display with WiFi.

4.2. **Additional Services:** Separate Food Court.

#### 5. Indemnification:

5.1. **Indemnification:** Member agrees to indemnify and hold harmless Provider, its officers, directors, employees, and agents from and against any and all claims, damages, losses, liabilities, costs, and expenses arising out of Member's use of the co-learning space.

#### 6. Termination:

6.1. **Termination for Cause:** Either party may terminate this Agreement immediately upon written notice to the other party if the other party materially breaches this Agreement and fails to cure such breach within [Number] days of written notice.

6.2. **Termination for Convenience:** Either party may terminate this Agreement for convenience upon [Seven Days] days' written notice to the other party.

#### 7. Entire Agreement:

This Agreement constitutes the entire agreement between the parties and supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written.

#### [Viveka Aditya Academy]

By: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

#### [Member Name]

By: \_\_\_\_\_ Name: \_\_\_\_\_

# Viveka Aditya Academy

## General Booking Rules

These rules should cover various aspects including booking procedures, payment terms, cancellations, usage policies, and responsibilities of both the Centre in Charge, Viveka Aditya Academy and the Members.

### Eligibility:

- The person booking must be at least 21 years old.
- Proof of identity and age is required at the time of booking.

### Booking Confirmation:

- A completed booking form and an Advance Deposit are required to secure the date and venue.
- Bookings are confirmed only upon receipt of the Advance Deposit and a signed contract.

### Advance Booking:

- Bookings can be made up to 2 months in advance.

### Venue Availability:

- Availability is on a first-come, first-served basis.
- The Venue Manager reserves the right to deny bookings based on availability or other legitimate reasons.

### Payment Terms

#### 1. Advance Deposit:

- A Advance Deposit of 30 % of the total Rent is required to confirm the booking.
- The Advance Deposit must be paid within 2 days of the provisional booking.

#### 2. Payment Schedule:

- The Balance amount (total Rent – Advance) is to be paid 7 days before the event.
- Payments can be made by Cheque, Draft, or Cash only.

### Cancellation and Refunds

#### 1. Cancellation by Client:

- Cancellations made more than 30 days before the event date will result in forfeiture of 10% of the advance deposit.
- Cancellations made within 7days before the event will incur forfeiture of 20% of the advance deposit.
- Cancellations made less than 7 days before the event will incur a forfeiture of 30% of the advance deposit.

#### 2. Cancellation by Centre in Charge:

- a. Centre in Charge reserves the right to cancel bookings due to unforeseen circumstances, providing as much notice as possible.
- b. In such cases, a full refund including the deposit will be returned to the client.

### Usage Policies

#### Event Timings:

- Events must start and end at the times specified in the booking agreement.
- Time overruns will be charged at a rate of ₹ 500 /- per hour or part thereof.

#### Capacity:

- The maximum number of guests allowed is [200] for the entire venue.
- Exceeding this limit is a violation of the terms and may result in immediate termination of the event without refund.

**Setup and Decoration:**

- Setup time is allowed starting from [Check in Time] of the [Check-in-Date].
- All decorations must comply with safety regulations and be approved by venue management.
- The use of open flames, confetti, and other potentially hazardous materials is prohibited.

**Catering and Alcohol:**

- Viveka Aditya Academy does not provide Catering Service.
- Member will arrange for suitable vendors to provide Catering Service in the Food Court, and the names and their contacts are to be intimated to the Centre in Charge in a specific Form.
- No Alcoholic beverages can be served or consumed in the Venue.

**Responsibilities, Damage and Liability:**

- Clients are responsible for any damage to the venue during the event.
- A security deposit of ₹ 500/- is required, refundable after the event if no damage is found.
- The Venue Manager is not liable for any loss, theft, or damage to personal property during the event.

**Compliance with Laws:**

- All events must comply with local laws and regulations, including noise ordinances and public safety requirements.
- The client is responsible for obtaining any necessary permits or licenses for their event.

**Venue Services and Restrictions****Parking:**

- The venue does not provide parking.

**Noise Restrictions:**

- The venue has its own Public Sound System which will be available to the clients on payment of ₹ 100/- per hour use which is not included in the rent. No outside Mic, amplifier and speakers will be allowed by the Centre in Charge.
- All amplified sound must end by 10:00 PM (or as specified by local regulations).
- Failure to comply with noise restrictions may result in termination of the event.

**Contact and Support**

- A dedicated event coordinator will be assigned to each booking and will be the primary point of contact.
- The coordinator is available for consultations and site visits during business hours by appointment.

**Agreement and Acknowledgement****Acceptance of Terms:**

- By booking the venue, the client agrees to adhere to all the rules and policies outlined above.
- The signed booking contract will serve as a binding agreement between the client and the venue.

**Changes to Terms:**

- The venue reserves the right to update these rules and policies. Clients will be notified of any changes at least 60 days before they take effect.