



Delhi Development Authority

**Policy**

For

**Booking of DDA Parks**

**November, 2020**

Available at [www.dda.org.in](http://www.dda.org.in).

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## **1.0 Introduction**

Delhi Development Authority being the land-owning Agency in Delhi has various categories of recreational land under its jurisdiction. DDA has been designing and maintaining this large quantum of Master Plan Green for the benefit of the public. The recreational Green includes open environments like Jahanpanah Forest to Millennium Park, Aastha Kunj, District Level parks and also small Neighbor-hood Greens. Delhi is known for its large percentage of green areas and people residing in the city are benefitted with respect to environment and social benefits by using these green areas. DDA, in pursuit of further enhancing the usability of various kinds of greens has decided to propose booking some of the parks for organizing functions which are primarily art-and-culture-oriented events. The purpose is to enable public to use the DDA Parks in an organized manner and thus, enliven the parks further.

## **2.0 Categories of Available DDA Parks and Facilities**

DDA is making certain parks available for booking for entertainment, performances, and other cultural and art-oriented events as per terms and conditions of the Policy. Identified facilities in the Parks available under this Policy have been classified into following categories.

Category A: Open park area, clearly delineated for the purpose.

Category B: Specific facilities like Amphitheaters, Boat club within the Parks.

## **3.0 Activities Permitted in DDA Parks During Booked Events**

Besides fulfilling the terms and conditions listed in the Policy document, following activities/events are permitted in the park facilities offered to the public for the purpose of recreation and organizing events:

- 3.1 The proposed event can be organized to promote cultural activities like music performance, play and theatre, talks, poetry reading, documentary screening, various language festivals, art competitions and shows, health-oriented events, Exhibitions, etc.
- 3.2 The proposed event can be a privately organized get-together or picnic, wherein entry would be through invitation from the organizers. The application may be submitted as per Booking Procedure mentioned in para 9.
- 3.3 In each of the above cases, the list of activities proposed by the organizers will be submitted along with the application for the approval of the Competent Authority.

## **4.0 Activities Not Permitted in DDA Parks During Booked Events**

- 4.1 Political functions and marriage ceremonies will not be allowed.
- 4.2 No cooking shall be allowed inside the park. Only ready-to-eat food shall be permitted for consumption on the site. The site will be restored to its initial state

with proper disposal of any waste generated during the event at the cost of the organizers.

## **5.0 Duration of Booking**

- 5.1 The booking agency shall be granted permission to use the Park facility for a half day slot of 6 hours or a full day slot of 12hours from the time of handing over the authorization subject to the terms and conditions of the policy.
- 5.2 The booking agency is expected to ready the venue for the event and clear the site after the event within the allotted duration.
- 5.3 Event activities will be allowed from 6:00am to 8:00 pm during winter months and 5:00am to 9:00 pm during summer months for Categories A and B. (6-8, 5-9). For Category B facilities, the evening timings may be extended up to 11:00pm with prior permission of the Park Authority.
- 5.4 In Category A and B, a single location would not be booked for more than three days in a week.

## **6.0 Event Plan**

Request for booking will only be entertained if it is accompanied by an Event plan specifying the following through on-line application.

- 6.1 List of proposed activities
- 6.2 A note on the theme on which the events are based.
- 6.3 Estimated number of guests expected to attend.
- 6.4 Proposal of food and beverage, if any
- 6.5 Ticket plan, if any
- 6.6 Number of expected guests
- 6.7 Security personnel deployment
- 6.8 Arrangement of guest parking plans
- 6.9 Booking duration

## **7.0 Physical Site Requirements for Event Organization**

- 7.1 The site of the organized event will be on the pre-decided locations and it will be cordoned off by the Park Authorities from the remaining of the park by temporary bollards for the purpose of delineation of the area.
- 7.2 No permanent or opaque partitions would be installed to separate the booked area from the rest of the park.
- 7.3 No abrasive activity, like erection of tents, digging of ground or cutting of plants, that is harmful for the park in general, would be allowed.
- 7.4 In case props like banners, stalls etc. are required to be used for organizing the activities at the proposed Event; portable light weight assembly items may be commissioned.

- 7.5 The event would be a strictly no-plastic zone. Any disposable items required to be consumed during the event would be of eco-friendly material.
- 7.6 The organizer shall ensure that sufficient parking space is available for guests or else he shall make appropriate arrangement for the same in consultation with the District/Police authorities.
- 7.7 All necessary no-objection certificates and permissions from local Authorities will have to be arranged by the organizer.
- 7.8 Sound system can only be used after due approval as required under law from local authorities.

## **8.0 Eligibility of Booking Agency**

Following entities are considered eligible as booking agency

- 8.1 Any Indian citizen
- 8.2 Cultural and Educational Societies registered under Societies Registration Act 1860
- 8.3 Schools, Colleges and Universities
- 8.4 Registered Non-Government Organizations
- 8.5 Companies registered under the Companies Act 2013
- 8.6 Residents Welfare Associations duly registered under the Societies Registration Act, 1860 or DDA Management and Disposal of Housing Estates Regulations, 1968.

## **9.0 Booking Procedure**

- 9.1 To make a reservation of park facility, the applicant is requested to visit DDA's website at [www.dda.org.in](http://www.dda.org.in) where the proposal can be submitted on-line.
- 9.2 The request must be made at least 7 days in advance of the proposed event.
- 9.3 By submitting a proposal, the applicant cannot lay claim to the desired dates at the park, even if the dates are available. Delhi Development Authority reserves the right to accept or reject the proposals.
- 9.4 Subject to confirmation of availability from the concerned Park Authorities, the decision on reservation would be communicated on-line within 7 days of receipt of request.
- 9.5 Once the reservation is confirmed, the applicant will be required to make online payment along with the security deposit through on-line portal within a period of three working days. The details of the on-line deposit are available on the website.
- 9.6 For any clarifications, the concerned Horticulture Office can be consulted at the contact number provided in the Annexure. Applicant may visit the site to check its suitability for the purpose of event.

## 10.0 Hiring Charges

10.1 Following charges\* would be applicable on per day basis for half day and full day slots

Facility	Area (acre)	Half day slot charges(6 hours)	Full day slot charges(12 hours)	Security Deposit Refundable, subject to NOC from site
Category A	(0-1 acre)	@Rs.3000/- per acre +applicable GST	@ Rs. 5,000/-per acre +applicable GST	Rs. 10,000/-
	(1-2 acre)	@Rs.6000/- per acre + applicable GST	@Rs.10,000/- per acre +applicable GST	Rs. 20,000/-
	(2-3 acre)	@Rs. 9000/- per acre + applicable GST	@Rs.15,000/- per acre +applicable GST	Rs. 30,000/-
Category B		Rs. 5000/- + applicable GST	Rs. 10,000/- + applicable GST	Rs. 30,000/-

\*50% discount will be given to educational institutions on hiring charges including security deposit.

10.2 In case, electricity is proposed to be consumed, as reflected in the application, a lump sum charges of Rs. 500/- for half day slot and Rs 1000/- for full day slot will be added in the booking charges.

10.3 In case the applicant wants to commission their own security personnel to manage the expected crowd, the same may be conveyed in writing during the time of the booking.

10.4 In case the entry ticket to the proposed event levied by the organizer is above Rs.1000/- in any category, DDA would charge an additional Rs. 20,000/-along with prescribed Booking amount.

## 11.0 Mode of Payment

11.1 The payment of the booking charges and the security amount will be made on-line as the procedure specified on the website.

11.2 Security deposit will be refund electronically in 7 days time, subject to NOC from the Deputy Director, Horticulture concerned as per provision under para 13.6.

## 12.0 Cancellation

12.1 Deposited charges and security amount will be refunded if the cancellation is made 07 days prior (midnight) to the date of the proposed event.

12.2 25% of the deposited charges will be deducted in case of cancellation made up till one day (midnight) prior to the day of event. Thereafter, only security deposit would be refunded.

- 12.3 In case of adverse weather conditions such as rain, fog or dust, DDA will not facilitate or provide any alternate venue. Cancellation of the event will be entirely the responsibility of the applicant.

### 13.0 Penalty

- 13.1 In case of unauthorized transfer of booking is detected by the field staff of DDA both parties i.e. unauthorized transfer and/transferee shall be liable for penal actions besides eviction and forfeiture of security deposit.
- 13.2 In case the site is not restored to its original state after use by the agency, a penalty as assessed by Deputy Director concerned would be levied on the agency and would be deducted from the security amount. In case, there is any damage/loss/theft to the park, the Organizer will be charged for the repairs or will have to repair the entire area at their own cost or the amount would be deducted from the security amount.
- 13.3 If event organizing agency is found ticketing the event, without intimation at the time of submitting the application online, the security deposit will be forfeited.
- 13.4 In case any non-permitted activity is taken up in the park during the event or any violation of the terms and conditions is done by the concerned agency, monetary penalty of a maximum amount equivalent to the security deposit will be levied.
- 13.5 In case of non-disposal of waste or any damage to the park, the concerned Deputy Director, Horticulture shall convey online about the assessment of damages. For non-disposal of waste, a penalty of Rs 5000/- shall be imposed and for other damages, penalty shall be as per actual assessment by the Dy. Director concerned.
- 13.6 **In case of non-communication of damages by the concerned Deputy Director (Horticulture) within 7 days it will be considered as deemed NOC and the security deposit shall automatically be refunded online.**

### 14.0 Terms and Conditions

- 14.1 Vice Chairman, DDA shall be the Competent Authority to take any decisions regarding the Policy and may allow reasonable deviations. The booking shall be done on first come-first-serve basis. The booking would be non-transferable, and sub-letting will not be allowed.
- 14.2 The premises are being offered for booking on “As is where is Basis”. It is presumed that the intending agency has inspected the premise and familiarized with the prevailing conditions in all respect before submitting the booking request. No dispute about the conditions of the premises shall be entertained by DDA. No addition, alteration or change shall be allowed.
- 14.3 The Event Organizing Agency would require making full online payment of booking and the security deposit, in advance.

- 14.4 The Competent Authority is entitled to reject any booking request without assigning any reason whatsoever and the decision of the Competent Authority in this regard shall be final and binding. The decision taken by the Competent Authority shall not be called into question in any proceedings or court of law.
- 14.5 The park or part-park shall not be used or permitted to be used for any other purpose, whatsoever except for what is mentioned in the application and approved.
- 14.6 All required NOC from the Local Authorities like Traffic Police etc. shall be the responsibility of the organizer.
- 14.7 The approval of booking a park will be considered final only after the amount as due is deposited and the same is received by DDA.
- 14.8 The booking agency shall abide by all the rules, regulation, and by-laws of the DDA & other local Authorities in the matter of holding an event and keeping the site in proper condition. The timings of the events held in the park or part-park will be as per the local authority norms.
- 14.9 The Event Organizing Agency should follow the guidelines of Hon'ble Supreme Court orders/rules issued by Competent Authority with regard to Noise/Sound/Air Pollution. It shall follow the guidelines of National Disaster Management Authority and adhere to Fire Safety norms.
- 14.10 The Event Organizing Agency would be allowed to levy a ticket on its event provided it discloses the ticket charges at the time of booking.
- 14.11 Any material required for the organization of the event, is to be brought by organizers themselves. The Organizer can bring their own independent standing structures like panels, pedestals etc, as long as they are restricted to the identified event spaces. The spaces outside the event area cannot be used for display without prior permission.
- 14.12 The Organizers shall note that the offered park sites do not provide any storage space for any material.
- 14.13 The Event Organizing Agency shall have no right or no interest in the booked park and the legal right of the park shall remain vested with DDA.
- 14.14 DDA would not be responsible for any accident, act of God, theft or loss on site during the event and any harm to the equipment of the agency would be the responsibility of the Organizers.
- 14.15 The Event Organizing Agency shall be responsible for all statutory taxes and payments to different agencies and indemnify DDA from the same. Any expense on commodities like garbage collection etc. shall be paid by the agency. Any charges not reflected in the document would be paid by the agency as per actual directly to the concerned authority.
- 14.16 Proper cleanliness shall be maintained by the Event Organizing Agency and arrangement be made for solid and liquid waste disposal separately in co-ordination with the concerned local bodies and will also abide by Swachh Bharat Mission rules



notified in this regard and various directions issued by various authorities from time to time. The Event Organizing Agency shall ensure that no waste shall be unauthorizedly dumped /discharged in violation of rules. The Event Organizing Agency will ensure that no water logging occurs on the site.

- 14.17 The Event Organizing Agency shall ensure that entry-exit spaces of the premises are kept sufficiently wide and remain open all the times during the function.
- 14.18 The Event Organizing Agency shall not use any plastic/non-biodegradable disposable utensils or single use plastic products (such as plastic bottles) to serve the guests. Only non-disposable or biodegradable products shall be allowed.
- 14.19 A responsible attitude towards the Park is expected from the Organizer who shall be solely responsible to the Law enforcement authorities.
- 14.20 The Event Organizing Agency should ensure that unlawful or illegal activity does not take place on the event site. No liquor or tobacco consumption or any other prohibited activity shall be allowed in the park.
- 14.21 The park site will not be used for display of any hoarding or advertisements.
- 14.22 Indecent or obnoxious activity that may cause nuisance or embarrassment to the public shall not be permitted in the park.
- 14.23 No generators will be allowed in the park.
- 14.24 DDA officials will have free access to the park for the purpose of inspection.

### 15.0 Annexure 1: List of DDA Parks Available for Booking

15.1 Category A Parks				
	Park	Function Area available(Approx)	Horticulture Directorate	Horticulture Division
1	Swarna Jayanti Park, Sector-10, Rohini Central Park	2.5 acre	North- West	HD-V
2.	Swarna Jayanti Park, Sector-10, Rohini Near Restaurant	1 acre, extendable to 1.5	North- West	HD-V
3	Chitragupt Park, Sector 14, Rohini	2.5 acre	North- West	HD-V
4	G-8 Lake Park, Hari Nagar	3.0 acre	North West	HD-VIII
5	District Park, PaschimVihar	3.0 acre	North- West	HD-III
6	SandeshVihar, Pitampura	3.0 acre	North West	HD-II
7	Lake Park, Pitampura	3.0 acre	North West	HD-X
8	District Park, Sector-11, Dwarka	3.0 acre	North- West	HD-Dwarka
9	District Park, Sector-17, Dwarka	3.0 acre	North- West	HD-Dwarka
10	Satputla Lake Complex, Saket	3.0 acre	South East	HD-VI
11	Indraprastha Park, (Millennium Park) Ring Road	3.0 acre	North West	HD-I
12	Sanjay Lake, Mayur Vihar	3.0 acre	South East	HD-VII
13	Asita - Yamuna River Front	3.0 acre	South East	HD-IX
14	Coronation Park	3.0 acre	North- West	HD-II
Parks including Picnic Hut				
15	Astha Kunj, Nehru Place	2.0 acre	North West	HD-I
16	Hauz Khas Park	2.0 acre	South East	HD-I

<b>15.2 Category B Park</b>				
	<b>Park with Amphitheaters</b>	<b>Maximum Capacity recommended</b>	<b>Horticulture Directorate</b>	<b>Horticulture Division</b>
1.	Indraprastha Park, Ring Road	300	North West	HD-I
2.	Astha Kunj, Nehru Place	750	North West	HD-I
3.	Silver Oak Park, Defence Colony	350	South East	HD-VI
4.	Utsav Ground, IP Extension	150	South East	HD-VII
5.	Vasant Udyan, Vasant Vihar	400	South East	HD-IV
6.	Tughlaqabad Recreational Park	250	North West	HD-I
7.	Satpula Park, Malviya Nagar	200	South East	HD-VI
8.	Sanjay Lake, Mayur Vihar	500	South East	HD-VII
9	Coronation Park	250	North West	HD-II

**16.0 Annexure 2: Application Format (*On-line application shall be developed*)**

1. Applicant Type (Individual/ Group/ Educational Institution/ Corporate/ NGO/ Other)
2. Name of Applicant (individual):  
Or  
Name of Organization:
3. Recommended by (*In case of Individual*):  
Name:  
Designation:  
Contact:
4. Organizational Representative:
5. Aadhar card number of Applicant or representative:
6. Contact Details of Applicant on which communication is desired  
Address:  
Mobile Number:  
E-mail id:
7. Facility Category to be Booked(*A/B/C*)
8. Facility to be booked
9. Area of the booked park (*In case of Category A or C*)
10. Date of booking
11. Slot: Single slot per day/ Full day slot
12. Event Plan (*Refer clause 6.0*)
13. Electricity proposed to be used: Yes/No
14. Hiring Charges (*to be calculated by Booking Officer*)
15. Security Amount (*to be calculated by Booking Officer*)
16. Approved by:  
Signature:  
Name:  
Designation:
17. Agreed by:  
Signature of Applicant:  
Name:  
Contact Details:
18. Date

**17.0Annexure 3: Format for Temporary Allotment Letter(for on-line permission)**

To,

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Your request for Temporary allotment of Park with following details has been approved subject to fulfillment of terms and conditions as enclosed. You are requested to sign copy of terms and conditions as a token of acceptance and submit the same along with the required allotment price

1	Name of Park:	
2	Area:	
3	Purpose of use:	
4	Dates of Use:	

Dy. Director Horticulture.

Division:

Name:

Office Address

Date:

Copy to:

#### 18.0 Annexure 4: Contact Number of the Directorate

Officer/ Division	Office Location	E-mail id/Contact Number
<b>Director, Horticulture South East</b>	<b>15<sup>th</sup> Floor Vikas Minar, ITO</b>	<b><u><a href="mailto:dirhortsouth@dda.org.in">dirhortsouth@dda.org.in</a></u> <b>011-23378078, 23378388,</b></b>
Deputy Director HD-I		<u><a href="mailto:ddhort1dda@gmail.com">ddhort1dda@gmail.com</a></u> 29254276
Deputy Director HD-IV		<u><a href="mailto:mahekbhasin94@gmail.com">mahekbhasin94@gmail.com</a></u> 22140594
Deputy Director HD-VI		<u><a href="mailto:hort.div6@yahoo.com">hort.div6@yahoo.com</a></u> 26014530
Deputy Director HD-VII		<u><a href="mailto:hortvii.dda@gmail.com">hortvii.dda@gmail.com</a></u> 22481813
Deputy Director HD-IX		<u><a href="mailto:dy.directorhd9@gmail.com">dy.directorhd9@gmail.com</a></u> 9540155367
Deputy Director, Dwarka		<u><a href="mailto:dydirectorhd9@gmail.com">dydirectorhd9@gmail.com</a></u> 22140594
<b>Director, Horticulture North West</b>	<b>15<sup>th</sup> Floor Vikas Minar, ITO</b>	<b><u><a href="mailto:dirhortnwdda@gmail.com">dirhortnwdda@gmail.com</a></u> <b>011-23370975</b></b>
Deputy Director HD-II		<u><a href="mailto:hd_2@rediffmail.com">hd_2@rediffmail.com</a></u> 27023034
Deputy Director HD-III		<u><a href="mailto:ddahortdiv3@gmail.com">ddahortdiv3@gmail.com</a></u> 25507273
Deputy Director HD-V		<u><a href="mailto:ddhortiv@gmail.com">ddhortiv@gmail.com</a></u> 26017094
Deputy Director HD-VIII		<u><a href="mailto:horticulcuredivisioneightdda@gmail.com">horticulcuredivisioneightdda@gmail.com</a></u> 25597934
Deputy Director HD-X		<u><a href="mailto:hortdiv10@gmail.com">hortdiv10@gmail.com</a></u> 27632358