



HELMUT KUTIN AUDITORIUM

SOS Hermann Gmeiner College Dhaka



During the COVID-19 pandemic, all institutions, big and small are facing a number of challenges. SOS Hermann Gmeiner College Dhaka is not an exception. Nevertheless, the institution is determined to work with its reputation and dignity. The quality of education at the institution is recognized in the country. We have a beautiful diversified auditorium that can be utilized to generate additional income. We believe that this initiative will bring a great benefit for SOS Hermann Gmeiner College Dhaka. We look forward to your great participation in this special initiative.

Venue / Contact Address

Plot No. 3-B, Block-A, Section-13, Mirpur, Dhaka-1216, Bangladesh, Tel.: +88 2 9000016; +880 2 58056144, e-mail: soshgcdac@sos-bangladesh.org

Venue Description



"Helmut Kutin Auditorium" in the premises of SOS Hermann Gmeiner College Dhaka is a beautiful place for holding seminars, workshops, as well as educational and cultural events. It has a beautiful interior decoration, adequate lighting and a modern sound system. It is also equipped with modern technology. Its sitting arrangement, air conditioning and soundproof environment provide guests a memorable experience.

Basic Facilities



400 Sitting capacity, Complete Stage, Fascia Board for Event name, 1 table & 3 chairs, lighting, & general security

Exhibitor Profile

Govt. Consultancy, NGO's, Immigration Institutes, Student & Educational Service Providers, Local Campuses or Representatives of Foreign Universities, Different Embassy Educational

Centers, Law Consultancy, Local & International Institutions, Schools, Colleges & Universities, Language/IT/ IELTS Preparation Providers, Bank or Financial Organizations & Others.

Venue Promotional Facilities

Event organizer can use the main Gate for Branding, ground for Portable Billboard, Banner & Festoon.

Event Categories



Seminar, Workshop, Exhibition, Training Course, Educational Program, Entertainment Program, Orientation, Farewell, etc.

Event Space



Auditorium, Central AC, Green Room, Basic Stage, Dias, Internet, Light & Sound Facility, 400 plus Audience Seating Facility, long balcony with a playing field, Car Parking (Max-06) & Fully Secured Area

Optional Facilities

(as per requirement by the lessee):

Multimedia Projector, Info Desk, Ticket Counter, Small Booth, Multimedia Projector, Wi-Fi and Carpet for Dias (Extra charges will be required for Optional Facilities).



Rental Information

| | |
|-------------------------------------|---|
| Full Day (8 am. to 9 pm.) | Rent is BDT 50,000/- (Taka Fifty Thousand) + VAT + 1 Lady/Male Security: BDT 800/- + 1 Helper: BDT 800/- + 1 Cleanup Crew: BDT 800/- |
| Half Day (8 am. to 2 pm.) | Rent is BDT 30,000/- (Taka Thirty Thousand) + VAT + 1 Lady/Male Security: BDT 800/- + 1 Helper: BDT 800/- + 1 Cleanup Crew: BDT 800/- |
| Half Day (3 pm. to 9 pm.) | Rent is BDT 30,000/= (Taka Thirty Thousand) + VAT + 1 Lady/Male Security: BDT 800/- + 1 Helper: BDT 800/- + 1 Cleanup Crew: BDT 800/- |

Note: Every extra hour charge BDT 2,500/- + VAT

Rental Information for Optional Facilities

| Particulars | Quantity | Rate (in BDT) |
|----------------------------|-------------|---------------------|
| Info desk / Ticket Counter | As per Req. | 500/- (per counter) |
| Small Booth | As per Req. | 1,000/- (Per Booth) |
| Multimedia Projector | 1 | 2,000/- |
| Carpet for Dias | 1 | 1,500/- |

Rental Agreement

Event Date:.....Time:.....

Name of Company/Institution:.....

Name of Event:.....

Description of Event:.....

Name of MD /CEO /Head of Organization:.....

Name of Contact Person:.....

Position:.....

Address:.....

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Tel:.....Mobile:.....Other:.....

E-mail:.....

Other / Optional Requirement

| Requirement | Quantity | Unit Rate | Total Amount + VAT |
|-------------|----------|-----------|--------------------|
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Terms and Conditions

- Booking will be confirmed as first come first serve basis
- After the confirmation the person/companies have to sign up this contract letter
- 50% of the payment is to be paid in advance at the date of confirmation
- Rest 50% of the payment is to be paid before the event day
- Cancellation of booking will require at least 3 days prior notice. Otherwise, the advanced amount will be adjusted accordingly
- The lessee will be responsible for any damage caused to the property during their occupancy. The cost of fixing any damage must be borne by the lessee

- The institution/company willing to rent the auditorium must abide by the rules and regulations of the Child Safeguarding Policy imposed by the SOS Children's Villages Bangladesh. The institution/company must be provided a copy of this during signing period
- SOS HGC Dhaka has the right to make any necessary changes in this agreement.
- All payment must be paid by crossed cheque or Pay Order in favor of "SOS Hermann Gmeiner College Dhaka" & it is non-refundable.

I/We, the(person and company name).....
acknowledged and agreed with the above mentioned Terms and Conditions of SOS Hermann
Gmeiner College Dhaka

| | |
|---|--|
| <p>Proposed by</p> <p>Name:</p> <p>Company/Institution Name:</p> <p>.....</p> <p>Signature</p> <p>Seal: (Optional)</p> <p>Date.....</p> | <p>Agreed and approved by</p> <p>Name:</p> <p>(Principal/Vice Principal), SOS Hermann Gmeiner College Dhaka</p> <p>.....</p> <p>Signature with seal</p> <p>Date.....</p> |
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Please, Rent the Auditorium & Make Your Event Memorable!

Be Part of Helping the Children in Need and Care!

