



Thimphu Thromde Facility Rental Request Form (TT-CiED)

1. RENTER Information

Name (Responsible Party):

CID Number:

Organization:

Email: **Phone No.:**

2. RENTAL Request Information

Facility (Area) requested (tick): (1) Clock-Tower Square (2) Changlimethang Parking (3) Parks

If (3) Parks, please specify:

Si.no	Location	Rental Charges/day	Security Charges/day	Total Charges per day
1	Changlimithang Parking Space	30,000/-	30,000/-	60,000/-
2	Clock Tower square space	10,000/-	10,000/-	20,000/-
3	Parks	10,000/-	10,000/-	20,000/-

3. Event Details:

Name:

Description:

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4. Date(s) and Time(s):

Day: **Date:**

Start Time: AM/PM (includes set-up time by renter)

End Time: AM/PM (includes clean-up time by renter)



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Thimphu Thromde
220 Gongdzin Lam SE, Norzin
Thimphu -11001: Bhutan



5. GENERAL

1. The individual named on the rental application as the “Responsible Party” and/or the group in whose name the application is received, shall be held responsible for any misuse of the facility which is rented.
2. The Responsible Party shall use the premises of the above-mentioned rental facilities for the purposes of the approved event and shall not be used for any other purpose without prior approval from Thimphu Thromde.
3. The Responsible Party will not assign, sublet, or grant any concession or license to use the premises or any part to any other third party. Further, no individual under 18 years shall be permitted to rent a facility.
4. Thimphu Thromde assumes no liability for loss of personal property, damage, injury, or illness incurred by individuals or groups while utilizing a rental facility.
5. Thimphu Thromde reserves the right to exercise supervisory authority to prevent any unauthorized or illegal activities on Thromde's property. The Thromde shall not be responsible for interruptions of use for reasons beyond its control and reserves the right to cancel this rental for reasons of public safety or convenience. Additionally, Thromde reserves the right to deny the application for previous rule violations, enforceable by Thimphu Thromde.
6. Properties like electric poles, slaps, water fountains, gazebos, observation decks, planters, flower pots, trees/ plants, garbage bins, and other structures should be protected from damage during the event.
7. Digging lawn areas inside the recreational park premises for erecting posts for tents or any other activities is strictly prohibited. This is because digging leaves a scar destroying the property.
8. For pitching tents in the facilities, there are designated areas and the responsible party is instructed to consult the Environment Division.
9. For the recreational parks you are given **2 days for preparation of the event and 2 days after the event to clear** the area. Extra charges will be levied for the additional days.
10. For the Clock Tower Square, you are given **3 days for preparation of the event and 2 days after the event to clear** the area. Extra charges will be levied for the additional days.
11. For Changlimthang parking, you are given **7 days for preparation of the event and 4 days after the event to clear** the area. Extra charges will be levied for additional usage of the area.
12. The connection of the powerline should be done upon approval from Bhutan Power Corporation Limited and a separate meter should be installed during the event. The bill incurred should be paid to BPC accordingly without any delay and Thromde will not be responsible.
13. The connection of the water supply should be done upon approval from the Water Supply Section of the O&M Division under Thimphu Thromde and a separate meter should be



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installed during the event. The bill incurred should be paid accordingly without any delay to Thimphu Thromde.

14. The permissible noise level in the premise is up to **100 decibels** and any sound-amplifying equipment is allowed in “excess”. The playing of the audio system is permitted only after **9:00 a.m. in the morning and ends by 9:00 p.m. at night**. Failure to comply may result in the forfeiture of the security deposit.
15. The waste generated during the event should be properly managed and segregated by using proper dustbins and should be disposed of when the garbage trucks come for collection. The garbage truck will come for collection between **2:00 p.m. to 5:00 p.m. on working days and during the weekend** and the responsible party is requested to manage the waste within the individual stalls before that to avoid littering in public places. Failure to comply with the rule may result in the forfeiture of the security deposit.
16. Smoking and drinking alcohol are strictly prohibited inside the recreational parks. Let us keep our park smoke and alcohol-free for everyone to enjoy.
17. The responsible party is responsible for cleaning the premises after and during the event and has to make sure the premise is left in good condition for the next user.
18. As per the standing instruction from the Ministry of Home Affairs any gambling activities such as dart games, hoopla, tombola, para la, all card/dice games, wheel of fortune, and fun fare games such as carnival ride, Ferris wheel, rotating pin, moving train, etc are not permitted.
19. Make sure that vendors selling (Momo and Thukpa) in and around during the event are not allowed.
20. Usage of the space more than the specified date shall be liable for extra charges equivalent to the normal rental charges.

6. PARKING / OCCUPANCY

Parking is available in designated parking areas only. Parking on the grass or driving inside the park is strictly prohibited. No vehicles shall be driven into the Clock-Tower Square Zone.

7. CANCELLATION / REFUND Policy

Rental charges will not be refunded due to rain or inclement weather. However, rescheduling will be permitted, as the availability of space allows.

All cancellations/refunds are subject to a **Nu.1000** administrative fee.



8. DIVISIONAL CLEARANCE

Category	Operation and Maintenance Division (O&M)	Infrastructure Division (Infra)	Urban Planning Division (UPD)	Compliance and Enforcement Division (CoED)
For Approval of Event				
For Refund of Security				

9. SECURITY DEPOSIT DETAILS

Cash..... Cheque:

Others:

10. PAYMENT DETAILS

Cash..... Cheque:

Others:



11. DAMAGE /LIABILITY

In the event of damage to the premises or facility, the damage will be documented with time-stamped photos. All repair bills will be charged to the responsible party/group who has signed the rental agreement. Security Deposits may be forfeited for damage to property caused by the responsible party or group associated with a responsible person.

STATEMENT OF UNDERSTANDING:

I understand that this form is a request for a rental and that the rental deposit (security) and the completion of this form do not guarantee my rental of the requested Thromde facility. I have read and fully comprehended the facility and rental policies contained above. Requests are subject to approval based on facility and appropriateness and compatible facility use. In addition, I also hereby confirm that I have been briefed on all the terms and conditions mentioned in the waste disposal form and I shall be solely responsible for not adhering to the terms and conditions attached to it.

Signature:

Date:

OFFICE USE ONLY: DEPOSIT & APPROVAL INFORMATION

Date Received:

Reviewed & processed by (Event Focal Person):

Reviewed & approved by (Executive Secretary):

Validity period of the space booking including the preparation and clearing of the area: