

INCUBATION CENTRE – PRICING & BILLING POLICY

1. Purpose

This policy outlines the **pricing structure, billing process, and payment terms** for usage of the Incubation Centre facilities.

2. Pricing Structure

The following charges are applicable:

- **Incubation Workspace:** ₹100 per day + ₹15 maintenance
- **Conference Room (10-seater):** ₹1000 per hour
- **Interview Cabins:** ₹300 per hour

All charges are subject to revision by the Incubation Centre with prior notice.

3. Billing Basis

- Workspace charges will be calculated on a **daily usage basis**
- Meeting rooms, conference halls, and cabins will be billed on an **hourly basis**
- Partial usage may be rounded as per administrative norms

4. Booking & Confirmation

- All paid facilities must be **booked in advance**
- Bookings are confirmed only upon **approval and availability**
- The Incubation Centre reserves the right to **reschedule or reassign spaces** if required

5. Payment Terms

- Payments must be made **in advance or within the stipulated billing cycle**
- Accepted payment modes: **Online transfer / UPI / other approved methods**
- Users are required to comply with **payment timelines without delay**

6. Late Payment & Penalties

- Delayed payments may attract:
 - **Late fees or penalties** (if applicable)
 - Temporary suspension of access to facilities
- Continued non-payment may result in **termination of services**

7. Cancellation & Refund Policy

- Cancellations must be made **within the prescribed time**
- Charges may apply for:
 - Late cancellations
 - No-shows
- Refunds, if applicable, will be processed as per institutional norms

8. Additional Charges

The following may incur extra charges:

- Damage to property or equipment
- Extended usage beyond booked time
- Replacement of lost access cards or assets
- Special service requests (if any)

9. Security Deposit (Optional – If Applicable)

- A refundable **security deposit** may be collected (if implemented)
- Any dues or damages will be **adjusted against the deposit**

10. Billing Transparency

- Users will be provided with **clear billing details/invoices**
- Any discrepancies must be reported within a **reasonable time frame**

11. Non-Compliance

Failure to comply with billing terms may result in:

- Restriction of facility usage
- Suspension or termination of access
- Recovery actions as deemed necessary

Guiding Principle

Transparent pricing. Fair usage. Responsible payment.

Acknowledgement

I/We agree to the Pricing & Billing Policy.

Name: _____

Startup Name: _____

Signature: _____

Date: _____