

TERMS AND CONDITIONS

Availability :-

1. The auditorium will be available between 8.00 a.m. to 01.00 p.m. for the morning session and between 03.00 p.m. to 10.00 p.m. for the evening session. The auditorium is to be vacated in any case by 12.00 mid night.
2. 15 seats in the first row of the auditorium are reserved exclusively for the Industries Department and booking party has no right to use them as a rented part of the auditorium or object to entry to them. These seats will be kept vacant if the Department does not use them.
3. There are 325 seats in the Auditorium.
4. The Department will not be liable for any loss if the party cannot use the auditorium due to failure of electricity, riot, fire, strike, earthquake, an act of war or an act of God.
5. The party will furnish a certificate of exemption from the entertainment tax authority 3 days before the show if the entry is for sale of tickets, failing which the payment of tax will be the party's liability.
6. The Department reserves the rights to refuse the booking of the auditorium to any party without assigning any reason.
7. The department reserves the right to revise the auditorium charges at any time without assigning any reason.

RESERVATION :-

8. All reservations will be made on prescribed form only. Verbal/telephonic reservations will be treated as tentative only for 2 days.
9. In all case 100% of the charges for the full period of booking must accompany the written request in addition to the deposit of Rs.5,000.
10. 100% charges must be paid by cash or Demand draft in favour of Industries Deptt., Govt. of NCT of Delhi.
11. No booking will be treated as confirmed unless the amount due under Rule 9 is paid.

CHARGES PER SESSION

Auditorium :-

- | | | |
|--------------------------------------|--------------------|---------------|
| 1. Monday to Friday for each session | Morning or Evening | Rs. 12,000.00 |
| Company AGM (Monday to Friday) | Morning to Evening | Rs. 15,000.00 |
| Saturday & Sunday for each session | Morning to Evening | Rs. 20,000.00 |
2. Rehearsal Rs. 7,000 per session (Excluding Air Conditioning)

Note - During rehearsal air conditioning can be provided @ Rs. 800.00 per hour.
- After 10.00 p.m. extra charges will be Rs. 2,000.00 per hour.

The amount may be received in the form of demand draft/Cheque/Cash in favour of Commissioner of Industries, Govt. of NCT of Delhi and will be deposited in the govt. account.

Note : Central Govt. Service Tax applicable from time to time will have to be paid extra.

The Govt. Departments (States Govt., Central Govt.), Govt. Undertakings (States, Central), Local Bodies of GNCTD, Societies of CETPs, Industrial Associations, Govt. Schools, Registered Societies.

CANCELLATION/POSTEPONEMENT/PREPONEMENTS Charges :

12. The schedule for cancellation/postponement charges will be as follows :-

	Cancellation	Postponement/Preponement
3 months or more before the function	5%	Nil
2 months or more before the function	10%	5%
1 month or more before the function	25%	10%
15 days or more before the function	40%	25%
7 days or more before the function	75%	50%
Less than 7 days before the function	100%	75%

General Conditions :-

13. All stage properties must be fireproof. No open fire will be allowed within the premises of the auditorium or green room etc.
14. Smoking is strictly prohibited in the auditorium and on stage. The party hiring the auditorium will ensure that this is strictly observed.
15. NO party will be allowed to handle the auditorium properties without the consent of the auditorium Incharge.
16. The party hiring the auditorium will be responsible for any losses/damages to any property of the auditorium. The amount payable on this account will be determined by the Department of Industries and it's decision will be binding on the party.
17. The Industries Deptt. will not be held responsible for losses/damages of the properties of the hiring party used in the performance or kept in the auditorium premises.
18. Selling of tickets, posting users and management of entrance and stage will be arranged by the party.
19. Posters/Banners of publicity will not be allowed to be stuck on any portion of the auditorium but will be allowed to hand at the space specified by the auditorium in charge.
20. No extra lights or mikes will be installed by the party without prior permission.
21. The party will obtain Police permission prior to the performance of the show and will be responsible for the maintenance of law and order, traffic control etc.
22. No vehicle will be allowed for parking inside the compound or just opposite the main entrance.
23. Any other facility to be used by the party other than provided will require prior permission to the auditorium Incharge and charges may be levied on the same if extra electricity, water is involved by the use of such facility.
24. Drinking of alcohol/beer etc. is strictly prohibited in the premises of the auditorium. The party booking the premises shall ensure that the rule is not violated. In case of violation the security money will be forfeited.
25. The Industries Department reserves the rights to change and or alter modify and or all the terms and conditions without any notice whatsoever.
26. The rules as applicable on the date of the show would however apply. The Industries Department reserves the right to cancel the booking at any time without assigning any reason.

Full Name & Tel. No. _____

Signature of Booking Party _____

OFFICE OF THE COMMISSIONER OF INDUSTRIES; GOVT. OF NCT OF DELHI;
AUDITORIUM; 419, UDYOG SADAN, PATPARGANJ; DELHI-110 092

RESERVATION FORM

To

**The Commissioner of Industries,
Govt. of NCT of Delhi,
419, Udyog Sadan,
Delhi-110 092.**

Dear Sir,

I/We request that Auditorium, Deptt. of Industries, Udyog Sadan may please be reserved for my/our use on one of the following date and time:

1. Day(s) for which required : _____ Date(s) _____
2. Hours for which required From : _____ To _____
3. Nature of Function : _____ To _____
Starting time : _____
4. Is it required for any rehearsal? If yes : Date(s) _____ Time : _____
5. Is the admission by invitations or by sale of tickets? _____
6. Address (es) where tickets will be sold and rates of tickets : _____
7. Entertainment Tax, as applicable, payable or not? _____

I/We have read the terms & conditions governing the reservation and agree to abide by them fully and shall be bound by them. I/We deposit the sum of Rs. _____ as charges and Rs. _____ as security by cash/draft in favour of "Commissioner of Industries, Govt. of NCT of Delhi". In the event of our booking being cancelled or postponed/preponed by me/us, I/We will pay the prescribed cancellation/postponement/preponements charges as per rules.

Thanking you,

Yours faithfully,

(Signature)

Name (IN BLOCK LETTERS) : _____

Designation : _____

Name of the party : _____

Address : _____

Phone : (Off) _____ Residence: _____ Mobile: _____

Reference : _____

For Office use only

Received Rs. _____ as full/part charges vide R.No. _____ Dated _____

Balance Rs. _____ vide R. No. _____ Dated _____

Security Deposits of Rs. _____ vide R. No. _____ Dated _____

For Commissioner of Industries, Govt of NCT of Delhi.

**Auditorium Incharge/Manager
(B.K. DHILLON)**

Commissioner of Industries

Tel. : 9810863885, 9818957862, 9717524382