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/POSTPONEMENT/PREPONEMENT Charges:

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

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Cancellation</th>
<th>Postponement/Preponement</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 months or more before the function</td>
<td>5%</td>
<td>Nil</td>
</tr>
<tr>
<td>2 months or more before the function</td>
<td>10%</td>
<td>5%</td>
</tr>
<tr>
<td>1 month or more before the function</td>
<td>25%</td>
<td>10%</td>
</tr>
<tr>
<td>15 days or more before the function</td>
<td>40%</td>
<td>25%</td>
</tr>
<tr>
<td>7 days or more before the function</td>
<td>75%</td>
<td>50%</td>
</tr>
<tr>
<td>Less than 7 days before the function</td>
<td>100%</td>
<td>75%</td>
</tr>
</tbody>
</table>

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 its 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)
Tel.: 9810863885, 9818957862

Commissioner of Industries

9717524382