



UNIVERSITY OF KALYANI

KALYANI – 741235, NADIA (WEST BENGAL)



TERMS & CONDITIONS GOVERNING ALLOTMENT OF A.P.J ABDUL KALAM AUDITORIUM, UNIVERSITY OF KALYANI

The following will be terms & conditions for allotment and use of the Auditorium by the user

1. Auditorium will be allotted on a day to day basis for the following purposes.
 - a) For conduct of any educational / social / College functions, seminars etc.
 - b) For conduct of programmes relating to Dance, Drama or any other related cultural functions / activities by the reputed organizations having valid requisite registration/ license.
 - c) For any other activity to be approved by the University authority prior to conduct of the program.
2. The application for booking of the Auditorium for any of the above purposes should be done 30 days in advance to the Registrar, University of Kalyani.
3. Allotment of Auditorium shall be on first come first serve basis. However, preference will be given for the programme of the University of Kalyani.
4. Allotment of Auditorium for other Organisations can be treated as cancelled if required for University in exigency.
5. Confirmation of allotment can be enquired from the office of the Registrar on any working day between 12 noon to 4 pm.
6. No verbal or telephonic request for allotment and/ or cancellation of the Auditorium will be entertained.
7. The booking for use of auditorium will be done either on full day basis or half day basis. Preferences will be given to full day booking.
8. The CHECK - IN and CHECK – OUT time for usage of Auditorium will be as under:
 - a) Full day basis: Check – in at 10 am of the day on which the allotment has been made and check –out at 10 pm of the same day.
 - b) Half day basis: From 9.00 am to 3.00 pm or from 4.00 pm to 10.00 pm of the day allotment.
9. The rent charged for use of Auditorium will be as under:

(I) For full day booking:

| Sl. No. | Organisation | Hall Rent (including all taxes and charges) | Rehrarsal (including all taxes and charges) | Security Deposit (Refundable within 07 days without any interest) | Extra Time (Per half an hour) |
|---------|--|---|---|---|-------------------------------|
| 1. | Reputed Cultural Unit/ reputed Private Organisation/ reputed Private Institution | 15,000.00 | 15,000.00 | 20,000.00 | 1000.00 |
| 2. | Group Theatre | 10,000.00 | 10,000.00 | 15,000.00 | 1000.00 |
| 3. | For Academic/ administrative Department/ Centre/ Govt. or Govt aided affiliated colleges | 8,000.00 | 8,000.00 | 10, 000.00 | 500.00 |

(II) For Half-day booking:

| Sl.No. | Organisation | Hall Rent (including all taxes and charges) | Rehearsal (including all taxes and charges) | Security Deposit (Refundable within 07 days without any interest) | Extra Time (Per half an hour) |
|--------|--|---|---|---|-------------------------------|
| 1. | Cultural Unit/ Private Organization/ Private Institution | 10,000.00 | 10,000.00 | 15,000.00 | 1000.00 |

Contd...P/2

| | | | | | |
|----|--|----------|----------|-----------|---------|
| 2. | Group Theatre | 8,000.00 | 8,000.00 | 10,000.00 | 1000.00 |
| 3. | For Academic/ administrative Department/ Centre/ Govt. or Govt aided affiliated colleges | 6,000.00 | 6,000.00 | 10,000.00 | 500.00 |

University Authority reserves the right to revise the rent from time to time.

10. The users will have to make their own arrangements for DG sets for uninterrupted power supply (if required).
11. At the time of confirmation of the booking, the client needs to pay 100% of the amount by way of DD/pay order in favor of "UNIVERSITY OF KALYANI". Bank Details:

Account Name : UNIVERSITY OF KALYANI DEVELOPMENT CORPUS FUND
Account No : 11151095535
Bank Name : STATE BANK OF INDIA
IFSC Code : SBIN0001082
MICR Code : 700002319.

No cash or Cheque will be accepted

12. **Cancellation Policy:** The advance received for all the events are non-refundable and nontransferable. Cancellation of any Function must be intimated to the University Authority in writing only. In the event of a function being cancelled, any deposits paid will be redeemed only as follows

Cancellation charges:

| Date of Cancellation | Amount of deduction |
|---|---|
| Before 7 days of the date of allotment/ occupation of the Auditorium | 100% of the Hall rent deposited. |
| Before 7-15 days of the date of allotment/ occupation of the Auditorium | 75% of the Hall rent deposited. |
| Before 15-21 days of the date of allotment/ occupation of the Auditorium | 50% of the Hall rent deposited. |
| Before 21-28 days of the date of allotment/ occupation of the Auditorium | 25% of the Hall rent deposited. |
| Cancellation by the University Authority | 100% of the Hall rent deposited will be refunded. |

13. Eatables or drinks in any form are strictly not allowed to be carried inside the auditorium.
14. Consuming of Alcoholic beverages, smoking and Use of University premises for illegal purposes is strictly prohibited and if such incident comes to the knowledge of Authority, the occupants will be evicted immediately without any reimbursement.
15. All electrical equipments will be handled only by the personnel engaged by the Authority of Kalyani University for this purpose. In case of extra electric load incurred for hiring additional sounds/lights etc. the party should undertake to hire a generator for the same.
16. The users should not put up or erect any Shamiana or Pandal Within the campus.
17. Use of loud speakers etc. are subjected to Govt. of West Bengal rules notified from time to time.
18. The University Authority will not accept any responsibility for damage or loss of the guest belongings of any nature what- so – ever lost/misplaced in the auditorium prior to, during or after the function.
19. The University Authority will not be responsible for loss, theft, damage or misplacement of items that are displayed or are/ were in the possession of the guest during the event.
20. The University Authority will have no responsibility for loss / theft of any personal belongings in the form of bags, purses, mobile phone, gift articles, cash packets or envelopes containing cash, Jewellery etc.

21. Subletting or transferring the reservation of the auditorium is not permitted.
22. Participants are expected to confine their movement only inside the auditorium, use the facilities available within and in the parking area and not in the other space of the premises of the University to avoid disturbance to the normal activity of the University.
23. Necessary Government permissions must be obtained by Host/ Organizers wherever required for any purpose e.g. Fashion Shows, DJ, Live performances, product launches etc. The University Authority reserves the right to cancel any event without liability if these are not obtained.
24. The applicant shall be solely responsible for:
 - (i) Proper use of the Auditorium, Furniture, fixture and fittings or Properties of the University.
 - (ii) Any damages that may be caused to the Auditorium, furniture, fixtures, and fittings or properties of University.
 - (iii) Observance of police and Municipal Rules and regulations in force for the time being, including non-use of the auditorium beyond the stipulated period fixed by the Government and Municipal authorities and obtaining Ticket selling and entertainment license from the Police Administration and /or other concerned authorities.
25. "Under no circumstances candle, torches, diyas, incense sticks or other such inflammable materials are allowed in the auditorium premises even if it is part of a drama or event. However one lighting lamp would be allowed on the stage for the inaugural Purpose only."
26. The applicant shall make his/her own arrangement for the insurance Cover for all types of risks for his own and third parties property and life. The University Authority does not accept any responsibility for any loss or damages to the property and life in what so ever manner of any liability towards him or third parties.
27. Parking will not be permitted within the Auditorium premises or on the road nearby, except in the car park provided exclusively for the applicants and visitors to Auditorium.
28. Air Conditioning will be available half an hour before the start of the show until the end of the show but not exceeding 3 hours per day totally for a 6 hours event. A 12 hour event will be given 6 hour AC totally for the event; the charges for both are included in the rental charges.
29. We will not permit any night set up. Materials for the programme will be brought in only after 10 am on the day of the event.
30. There will be no use of explosives, crackers, inflammable liquids such as kerosene, petrol etc. or the use of fire on the stage and auditorium.
31. The University Authority does not permit:
 - Clients to use nails, scotch tapes or pins to put up posters or banners on the panels, walls, pillars or the doors of the hall rooms and other parts of the structure of the premises.
 - Locking / blocking of the fire exit doors with their equipments.
 - Sawing or painting on walls, pillars, panels of any kind.
 - Moving of heavy equipments in the function rooms without proper protection for the floors.
 - Tampering or removal of permanent electrical or power Installation in the Auditorium.
 - The use of flammable and explosive materials for visual display.
 - Dumping of construction debris of any kind in the premises of the Auditorium or of the University or back service areas.
 - All display materials like welcome banner etc. within the premises of the Auditorium require the approval of the University Authority.
 - Backdrop, if any, should be self –supporting and not on the wall of the stage.
 - For exhibitions and big setups, dimensional drawings / floor plans showing the layout or stage / ramp, console, etc. must be submitted to the University Authority for approval before any work can be carried out.
 - The client is liable for any damage caused to the property or Equipment by the client or their guest attending the event.

The University Authority reserves the right to recover cost of damage caused in the process of any violation of the above guidelines.

32. The University will have right for relaxation of the above mentioned Terms and Conditions, if required.
33. Every applicant holds his programmes at the Auditorium at his / her own risk. The applicant hereby agrees to indemnify the University Authority and keep them indemnified against any legal proceedings or cost , charges , expenses and / or damage that may be suffered, incurred or borne or which may arise from any non- settlement of payments and any injury or accidents caused to property used by him or by his agents, representative , contractors or employees, neither the applicant nor his agents , representatives, contractors or employees will have any claims against University Authority for damages, either for personal injury or damage to any of his property arising from negligence or default of any person From any other cause or for any loss, sustained as a result of temporary non-availability of any of the services in the Auditorium.

The applicant shall effectively indemnify the University Authority from any liability what so ever including that of any injury or harm to the visiting public arising out of the programme held at the Auditorium.

The applicant shall notify his agents, representative contractors and employees of these conditions. It is hereby agreed and understood that no right, title or interest is intended to be created nor shall it be deemed to have been created in respect of the hall area allotted to the organizer and the payment of hire charges shall be strictly in respect of the user of the hall area for specified period. Further that the user shall not be authorized to let / sublet / assign whole or part of the hall area to any other person / persons.

I have read the terms and condition above and have understood all of them. I would abide by all the terms and conditions.

Name & Designation of the applicant : _____

Full Signature with seal : _____

Date: _____