

(14)	STAGE LIGHT(Small Set)	@ Rs 2,000/- (4 Halogen light)	
(15)	300 seating capacity AC auditorium	@ Rs. 12,000/- for 0-4 hrs. Addl per hour Rs. 3,000/-	Rs. 20,000/- for Govt./ Corporate (0-4 hrs.)
(16)	Sangrahalaya Auditorium	@ Rs. 5,000/- for 5 hrs.	
(17)	AC Art Gallery	@ Rs. 15,000/- per week	Rs 12,000/- (for artistes)
(18)	Non AC Mini Art Gallery	@ Rs. 4,000/- per gallery (Per week)	
(19)	Open space of International Convention Centre. (Rent will be charged as per requirements and depends upon the nature of programme.)		

6. Utmost care should be taken by the party while using the properties of SSKS during the hiring period so that no unnecessary damages are caused to any property of SSKS including plants and gardens in the premises. The parties shall have to pay compensation for any damage /damages caused by them before leaving SSK premises. The amount to be paid as compensation for such damages will be fixed by SSKS authority which will be final.
7. After the scheduled time of hiring the SSKS authority will not take any responsibility for keeping in their custody any article/equipment belonging to the party and also will not entertain any member(s) to continue for longer period within the Kalakshetra Campus for custody of any unshifted article/equipment belonging to the party.
8. If any commercial organization desires to avail the facilities of accommodation inside the premises of Kalakshetra for rehearsal purpose on the eve of the scheduled date of available, they shall have to pay the rent for the facilities @ 50% of the scheduled rate for the rehearsal period.
9. In case the party concerned desires to cancel the booking after payment of the rent paid in advance by them, they shall have to inform formally in writing to the Kalakshetra authority at least **seven days** before the scheduled date. The rent paid in advance by the party concerned in such case will be refunded in full to the party. Failure to inform the cancellation by the party concerned within stipulated time will result in forfeiture of 50% of money paid in advance. However, if the information is received 72 hrs. before scheduled date then the forfeiture would be 25% only.
10. The party/ organisation should submit a list of participants / delegates including officials showing Nos. of total persons for entry in to SSK campus alongwith the numbers of a maximum of 3 (three) vehicles with them to the SSKS authority not later than two days before the commencement of the programme so as to enable the authority to issue necessary entry passes.
At the time of entry to the SSK campus a list of belongings of the party concern is to be submitted in their authorised pad in duplicate so that at the time of departure the belongings can be identified easily and take steps to issue necessary gate passes from concerned officials.
In regards to Motor bike entry on any occasion, the rider will have to ask for the valid token from the security which will be checked at the time of exit from the campus through any gate.
11. The SSKS authority reserves the right to take any action as deemed fit by them for any kind of untoward incident on the part of the party occurring during the period of booking.
12. In case of any commercial programme, the organisation must submit Income Tax Clearance certificate along with a No Objection Certificate from SP (city) Metropolitan, DC Kamrup, Guwahati. Before organising any performance by outside reputed artists, the consent of the concerned artists must be submitted alongwith booking form.
13. The time of any cultural performance in Kalakshetra premises will be restricted up to 10-00 PM. with prior permission.
14. The exit and entry to SSKS campus is strictly restricted upto 8-00 PM. If anybody wants to remain outside Kalakshetra Campus after 8-00 PM. due permission to be taken beforehand from the authority.
15. No film shooting inside the campus will be permitted and No Rock Show/Fashion Show will be entertained in any case. Film shooting, if permitted by the authority in special cases, would be restricted to the Namghar hillock only.

Secretary
Srimanta Sankaradeva Kalakshetra
Paniabari. Guwahati-37