

## Rules and Regulation for Use of the Auditorium

1. The Auditorium shall be allowed to be used by Social, Spiritual, Cultural and Academic organizations only.
2. The user shall remain fully responsible for proper use of the facilities and safe handling of all fittings and fixtures provided in the auditorium.
3. Pasting / sticking of banners and notice on walls or paneling inside or outside the hall is strictly prohibited.
4. Timings: 10:00 am to ~~10:00~~ pm (1<sup>st</sup> Session). Timing is inclusive of the time required for the pre-event preparation and post event pack-up / cleaning. *2<sup>nd</sup> session - 2PM - 10PM*
5. The users shall be responsible and liable to pay compensation as considered to be appropriate by the SSKS authority for (a) any damage caused to the property of the SSKS and/or auditorium (b) use of the auditorium beyond allotted period (c) and/or misuse of the property of the SSKS in any way (d) Violating any of the given rules and regulations.
6. The AC system will be started half an hour before the scheduled commencement of programme for effective cooling. The user must ensure that doors are closed when AC is on.
7. Smoking /spitting inside the Auditorium premises is strictly prohibited.

### Booking and Refund :

8. The interested party/organizations will have to apply for booking of the Auditorium facility in their own authorized pad including rubber stamp at least 15(Fifteen) days before the date of requirement. Booking will be open for a maximum of 6 (six) months.
9. The amount of Security Deposit and Hall rent may be revised at any time without any notice by the Srimanta Sankaradeva Kalakshetra authorities.
10. Booking will be treated as confirmed only on payment of Rent and Security Deposit within a week of approval of the application.
11. Security Deposit Refund cheque must be collected within a month of the programme.

### 12. Postponement & Cancellation

Duration	Postponement	Cancellation
2 Months & above	15 % of Hall Rent	20 % of Hall Rent
1 Month & above but less than 2 months	20 % of Hall Rent	50 % of Hall Rent
Fortnight & above but less than 1 month	50 % of Hall Rent	75 % of Hall Rent
Less than Fortnight	Full deduction	Full deduction

### Refreshment :

13. Refreshments like tea, snacks may be served in the lounge outside the auditorium.
14. Catering of foods or drinks shall be allowed only in the adjoining places. No food, tea, coffee, or soft drinks shall be allowed to be served inside the auditorium.
15. intoxicants of any kind are strictly prohibited in the premises
16. The decible level (volume, sound) of the programme will be within the limits prescribed by the Authority

### Permission and Grievance:

17. The users shall neither undertake any alteration nor addition of any fittings and fixtures of the Auditorium nor shall handle any electrical points/circuits/ wiring.
18. In case of any complaint, grievance against the facilities provided, written complaint shall be submitted to the Secretary, SSKS
19. User shall ensure maintenance of peace and tranquility during the function.
20. The SSKS authorities reserve the right to allot or withdraw allotment of the Auditorium at its discretion.
21. Violation of any of the above rules shall invite automatic forfeiture of Security Deposit and appropriate action.
22. In case of any commercial programme, the organization must submit Income Tax Clearance certificate along with a No Objection Certificate from SP (City) Kamrup Metro, DC, Kamrup Metro, Guwahati. Before organizing any performance by outside reputed artists, the consent of the concerned artists must be submitted along with booking form.

### HALL RENT DETAILS :

Facilities	Cost
● Hall, 1250 Seats, P.A. System, Cordless Mike, Aquaguard Drinking Water, Toilets (separate for ladies and gents), Generator, Stage Lighting Arrangements, Podium	Rs. } 60,000/-
● Generator charge (fuel cost extra)	Rs. }
● Lobby charge for serving Tea and Snacks	Rs. }
● Cleaning charge	Rs. }
● Extra space charge for Dining Hall	Rs. 5,000/-
● Additional Charge beyond 10 PM per hour (with special permission by the Authority)	Rs. 10,000/-
● SECURITY [Refundable] to be deposited along with hall rent on confirmation of booking	Rs. 15,000/-

### DECLARATION

I/We have gone through the above rules and regulations. I/We agree to abide by the same.

Date :

Signature

Stamp :

Name :