



SRIMANTA SANKARADEVA KALAKSHETRA

PANJABARI, GUWAHATI- 781 037

TERMS AND CONDITIONS OF SABDA SANCHAYAN KENDRA

(AUDIO RECORDING STUDIO)

A. Recording for SSKS.

- (i) For Archive and preservation purpose of Srimanta Sankaradeva Kalakshetra Society (SSKS)
- (ii) Non- Commercial Audio Recording directly related to the activities of the SSKS.

B. Recording for commercial purpose :

The SSK authority may allow Producers/Directors/Companies/Organizations/Institutions etc. for Audio Recording (Not covered by A above.)

1. Booking for Audio Recording Studio will be allowed in proper application in prescribed form addressed to the Secretary, SSKS duly filled in and signed with each and every details of purpose, duration, date, time, address etc.
2. Recording will be allowed only during official day (~~Monday to Friday~~) and time (11 AM. to 6 PM / One Shift) No recording will be allowed after permissible hours, except on Special permission of the Secretary, SSKS.
3. The parties shall pay Rs. 1000/- (One Thousand Only) as security money in advance against proper receipt at the time of booking and the same will be refundable after completion of total work and against full payment. Security money will be forfeited in any case of dispute /damage or in case of failure to abide by the terms & conditions.
4. Smoking, chewing of betelnut, drinking of alcohol and food are strictly prohibited inside the Audio Recording Studio.
5. The dates of recording along with the starting and closing time of recording will be recorded in the studio in the recording timekeeping book under the signatures of both the parties and the concerned technician of the studio. After completion of programme the final bill for payment will be delivered to the party concerned in the studio for their necessary payment which the party concerned have to clear in the office within 15 days from the bill date against proper receipt. On clearance of the final bill the parties concerned shall procure the audio work from the studio.
6. The parties should take utmost care not to cause damage to any property of Audio Recording Studio as well as of the SSKS (including microphone, headphone, cable, C.D.