

KAMANI AUDITORIUM

No.1, Copernicus Marg, New Delhi 1100 01

Phone: 011-43503351, 43503352 Fax: 43503350

Website : www.kamaniauditorium.org, Email - info@kamaniauditorium.org

BOOKING FORM APPLICABLE FROM 1ST JULY 2018

Booking ID:

Date:

1. Name of Organisation/ Party (In Capital letters)	
2. Address	
3. (a) Registration No.Under Society' s / other Act (b) PAN No.	6. Admission by Ticket/Invitation/Open
4. Name of representative	7. Nature of performance Play/Music/Dance/Others
5. Mobile No.	Telephone No.
Email	8. Brief Details :

KINDLY STUDY THE ANNEXED TERMS & CONDITIONS BEFORE FILLING / SUBMITTING THE FORM.

9. Schedule of Charges

Activity	Session	Time in Hours	Charges in ₹		Dates of Programme	No. of Days
			* M, T, W, T	** F, S, S		
a) SHOW / EVENT (One performance per session inclusive of 3 hours of A.C.)	Morning	0900-1400	55,000	60,000		
	Evening	1430-2200	80,000	90,000		
b) REHEARSAL / SETUP (Without A.C.)	Morning	0900-1400	40,000	40,000		
	Evening	1430-2200	60,000	60,000		
c) RETAINING (Without A.C.)	Morning	0900-1400	30,000	30,000		
d) DISMANTLING/ NIGHT SET-UP (Without A.C.)	Night	2300-0600	₹10,000/- Per Hour			
			Upto a maximum of ₹40,000/-			

* Mon, Tue, Wed, Thu ** Fri, Sat, Sun

Note : For additional performance during evening session or additional Air Conditioning, Lighting, Sound, etc., please see Rate Schedule.

10. a) Advance against Booking - ₹ _____Cheque/DD No. _____dt. _____ Rcpt No. _____dt. _____

- ₹ _____Cheque/DD No. _____dt. _____ Rcpt No. _____dt. _____

- ₹ _____Cheque/DD No. _____dt. _____ Rcpt No. _____dt. _____

b) Refundable Security Deposit - ₹ _____Cheque/DD No. _____dt. _____ Rcpt No. _____dt. _____

c) Service Tax applicable - ₹ _____

Grand Total - ₹ _____

I/We have studied the **Booking Form** and the **Terms and Conditions** governing the hiring of the Kamani Auditorium and agree to abide by them fully and to be bound by them. I/We understand and agree that in the event of our booking being cancelled or postponed by us we will pay the cancellation/postponement charges as per rules. **CHEQUES/DEMAND DRAFTS TO BE MADE IN FAVOUR OF "KAMANI AUDITORIUM."**

For Kamani Auditorium

Manager

(Authorised Signatory)

Name & signature of Hirer with seal/stamp of the office

(A Unit of Bharatiya Kala Kendra Trust)

RATE SCHEDULE

11. STANDARD AIR CONDITIONING/LIGHTING/MIKES AVAILABILITY

- a) Show charges include 3 hrs of Air Conditioning. For extra hours or usage during rehearsal / set-up etc., charges as indicated below will be applicable.
- Kamani Auditorium is equipped with a sophisticated lighting system which is available to the Hirer within the show charges.
 - The Auditorium is equipped with a high quality Sound System. Use of this system is covered under the Show Charges. A total of upto 9 Mikes (Corded) can be used within the Show Charges.
 - Apart from Lights and Microphones which are provided to the Hirer as part of the Tariff Package, the Auditorium has large number of Standard and Special Microphones as well as Standard and Intelligent Lights which can be rented by Hirer. Details of available equipment alongwith charges may be obtained from the office.
- b) No invitees and no ticketed audience should be present during Rehearsals. In the event that this takes place full show charges as applicable will be levied.

12. ADDITIONAL USAGE CHARGES

Sl. No.	ITEMS	CHARGES ₹
a. i.	Hall usage For additional performance during evening session	30,000
ii.	Hall usage - Per Extra Hour (without A.C.)	10,000
b.	AC usage - Per Extra Hour	7,000
c.	External Sound System Connection charges	6,000
d.	Standard Mike Per Mike (Beyond 9 Mikes)	250
e.	Cordless Mike Per Mike	1,250
f.	External Lighsts - Per light	250
g.	Side Area usage	12,000
h.	Foyer Area Usage	5,000
i.	External Caterer	7,500
j.	Generator Charges - Per Hour (In case show to be totally on Generator)	7,000
k.	Damage charges	At actuals

Note: For erection of heavy/elaborate sets, charges as finalized in advance with the Management will be levied.

13. REFUNDABLE SECURITY DEPOSIT

Sl. No.	Applicable Days	₹
a.	First Day	25,000
b.	Subsequent Days - Per Day	10,000

14. CANCELLATION CHARGES

Before Show Date	<u>Cancellation carried out on Number of Days before booked Show Date</u>							
	Upto 15 days	16 – 30 days	31 – 45 days	46 – 60 days	61 – 75 days	76 – 90 days	91 – 120 days	Above 121 days
Cancellation Amount	100%	75%	50%	40%	30%	20%	15%	10%

TERMS & CONDITIONS FOR HIRING OF KAMANI AUDITORIUM

The Auditorium will be available for use between 0630 hrs to 2200 hrs. As per Delhi Administration Rules **NO PERFORMANCE SHALL BE PERMITTED BEYOND 2200 HOURS**. The Hall will normally be available for Shows/Rehearsal/Setup from 1100 hrs onwards. However, extra usage for Shows/Setup/Rehearsal before 1100 hrs or for Setup/Dismantling beyond 2200 hrs can be permitted with prior written consent of the Management and on payment of applicable additional charges.

1. GENERAL BOOKING TERMS

- a) Booking will be accepted up to a maximum of 12 months in advance. In special cases booking can be accepted more than 12 months in advance at the discretion of the Management **VERBAL BOOKINGS WILL NOT BE ENTERTAINED**.
- b) Completed Booking Form for confirmation of the booking is to be submitted to the office along with 50% of the complete amount inclusive of applicable Taxes and Security as advance **by Cheque/ DD**. The Booking will either be confirmed within 7 days or alternatively the advance Cheque/DD received shall be returned.
- c) **Balance 50% Advance along with Refundable Security by Cheque/ DD as per applicable schedule of charges will be deposited at least 90 days before the Show Date, failing which the booking will stand cancelled and the Advance paid till that date shall stand forfeited.**
- d) In case booking of Auditorium is being carried out at less than 90 days before the Show Date, full payment along with Refundable Security shall have to be deposited at the time of booking.
- e) Charges are subject to change at the discretion of the Management and charges as applicable on the date of the show will be levied. Hirer will be informed accordingly. In case the Hirer does not accept any increase in charges after the confirmation of the booking of the Auditorium, they shall be entitled to cancellation with full refund within 7 days of the intimation of the changes.
- f) Notwithstanding confirmation of the booking and payment of advance, the Management reserves the right to refuse/cancel the booking of the Auditorium at any time without assigning any reason whatsoever. In such an event any advance received shall be refunded without levy of any cancellation charges.

2) RETENTION OF HALL FOR SUBSEQUENT MORNINGS:

- a) A Hirer booking the Auditorium for two or more evening shows and requiring the setup to remain undisturbed in subsequent mornings should inform the Management accordingly at the time of making the initial booking and pay the applicable Retention charges.

3) CANCELLATION/POSTPONEMENT/PREPONEMENT OF BOOKINGS

- a) **Cancellation of Bookings : A Hirer may cancel the Hall Booking at any time after paying the applicable cancellation charges as specified in the Rate Schedule**
- b) **Postponement/preponement will be treated as Cancellation.** The party will have no lien on the cancelled dates. No verbal cancellation will be entertained. Cancellation charges are listed in the Booking Form.
- c) **No Transfer of Booked Dates to any third party will be allowed. Any Hirer desiring to transfer any dates will have to pay the applicable Cancellation Charges and the party desiring to avail of the desired dates will be required to fill up a fresh Booking Form along with advance, etc. Furthermore booking of the Auditorium has been given as per performance details provided in the Booking. Any change in the nature of the performance will be permitted only with prior approval of the Management.**

4. THE FOLLOWING ACTIVITIES WILL BE THE RESPONSIBILITY OF THE HIRER:

(a) STATUTORY REQUIREMENTS:

It is mandatory for the Hirer to obtain a Performance License and furnish a copy thereof to the Manager Kamani Auditorium at least five days before the show. To obtain a Performance License, the Hirer has to submit the prescribed application form and Affidavit alongwith a confirmed advance payment receipt of the Auditorium to the DCP (Licensing), 1st floor, P.S. Defence Colony, New Delhi-110024.

The Hirer shall strictly abide by the conditions laid down in the Affidavit submitted by them to the Licensing Authority.

(b) GENERAL:

- i. Manning of the gates and ushering of guests to their seats. Ensuring strict discipline in the Hall.
- ii. Full responsibility for liaison with police for maintenance of law & order, traffic control, etc.
- iii. Payment of Municipal or other taxes, if any.
- iv. Ensuring that all stage properties and props are fire proof.
- v. Poster/banners/publicity materials will be allowed to be displayed only at specified places provided for this purpose.
- vi. **The Hirer undertakes not to continue the performance beyond 2200 Hours..**
- vii. The Hirer will put up requirement of any special stage setup to the Management least 15 days before the show (See Clause 10)
- viii. Hirer must plan his stage lighting so as to avoid placing any light/sound stand in the Hall.

(c) ENSURE THAT THE FOLLOWING DO NOT TAKE PLACE :

- i. Smoking, consumption of liquor, drinks and eatables, carrying of firearms, weapons, briefcases, transistors, hand bags, tiffin boxes, food packets, bottles, etc., within the Auditorium.
- ii. Any performance that can result in harm or injury to any one or damage anything.
- iii. Open fire and fire crackers on stage.
- iv. Handling/shifting of Auditorium property including Light & Sound Equipment.
- v. Light/sound stands in side Hall is strictly prohibited.
- vi. Use of cellular phones in the Auditorium during show.
- vii. Fixing of nails, tacks, tapes, posters, etc., on any of the walls and stage area.
- viii. Sale of commercial items or products.
- ix. Parking of vehicles inside the premises without prior consent of the Management.

(d) MAXIMUM HALL SEATING CAPACITY

The Auditorium has a maximum seating capacity of **632 (Stalls 491 and Balcony 141)**. **NO EXTRA SEATING WILL BE ALLOWED.** The Hirer will strictly ensure that not more than 632 spectators enter the Auditorium. Hirer will ensure strict compliance of these norms failing which the Management reserves the right to refuse entry / stop / suspend the show, without refund of show charges.

5. USE OF OUTSIDE SOUND/LIGHT SERVICES

The Sound and Light Equipment and Controls installed in the Auditorium are more than adequate for even the most sophisticated of Theatrical, Classical or Contemporary Performances. Hence, the Auditorium Management does not advise the Hirer to go in for installation of additional/alternative Sound/Light facilities.

However, notwithstanding the above, if a Hirer still wants to augment the existing facilities then a written request in this regard alongwith payment as specified in the Tariff Schedule may be made to the Management at least 15 days prior to the show. The Auditorium office has a list of approved suppliers of Sound/Light Equipment and Services from whom alone the Hirer can avail of the additional Services. It may be noted that the transaction between the Hirer and Equipment/Service Provider will be purely between the two parties and the Auditorium Management shall in no way be responsible for the proper functioning/operation of the Equipment/Services procured.

Furthermore, the Hirer and Service Provider shall indemnify the Auditorium Management (as per format available with the office) from any claims including 3rd party claims that may arise on account of the malfunctioning of the equipment or any accident during its installation/operation. The Hirer as well as Service Provider shall also be responsible for any damage to the Auditorium property as a result of the installation of such equipment. The decision of the Auditorium Management with regard to the quantum of such damage will be binding on the Hirer.

(HIRER)

6. CATERING FACILITIES

Kamani Auditorium has a Cafeteria operated by a Catering Contractor. Parties desiring catering facilities can use this Contractor. Menu, rates and services may be finalized between the Hirer and the Catering Contractor. No additional charges except area usage charges (See 12 g.h) will be payable to the Auditorium in case this catering contractor is used. However, Kamani Auditorium will in no way be liable or responsible for the quality of service or food that may be provided by the caterer to the party. If a hirer wants to use an outside caterer, then this may be allowed with prior permission from the Management on payment of applicable charges (See 12 i). Catering services will be allowed only for approximately 200 persons in open side area of the Auditorium. In case of additional requirement parties may book back lawn if available on payment of applicable charges.

7. CARRYING OF DRINKS AND EATABLES INTO AUDITORIUM

It will be the responsibility of the Hirer to ensure that no drinks or eatables are allowed inside the Auditorium. In the event of the Hirer failing to do so, the Management may levy an appropriate fine not exceeding ₹ 5000/- for the breach of this condition.

8. USE OF LOBBY / FOYER

The Foyer of Kamani Auditorium is available to the Hirer for receiving & seeing off guests & spectators. No decoration inside the Foyer including on the floor or on the walls shall take place without prior permission of the Management. Similarly **any Counter or Stall or a special display may be erected in the Foyer area only after obtaining suitable permission from the Management and payment of applicable charges. (See 12 h)**

9. USE OF DRIVEWAY, FRONT LAWN AND SIDE SPACE

The driveway is intended only for entry and departure from the Auditorium. No stalls/counters should normally be erected in front Driveway. However, a small stall/counter may be allowed on the left hand side of the Hall entrance as long as it does not obstruct movement of vehicles. A charge of ₹ 3,000/- per day shall be levied for such a stall/counter.

Front lawn is intended to enhance the aesthetics of the premises. No stalls/counters are permitted in the lawn.

Side space is available for stalls, exhibits, etc. and also for putting up food counters. Catering for not more than 200 persons can be permitted on payment of applicable charges. Hirers intending to use this facility should get their proposed layout approved from the Management before proceeding.

10. ERECTION OF HEAVY/ELABORATE SETS ON STAGE

The Hirer shall not alter/cause to be altered any of the stage Properties such as Wings, Curtains, Light Bars or any other installation in the Auditorium without prior permission.

Should the Hirer desire to erect special or heavy/elaborate sets involving considerable amount of alteration of stage layout or stage loading, then a written request in this regard specifying the actions that the Hirer proposes to take, should be made to the Auditorium Management either at the time of booking of the Auditorium or at least one month prior to show date. The Auditorium Management shall review the request of the Hirer and take a decision on the feasibility of according approval. **The Auditorium may, if necessary, levy a charge for allowing the Hirer to carry out the erection.** The Hirer shall furthermore undertake to restore all Stage Properties to their original state after the conclusion of their performance.

The Auditorium Management reserves the right to refuse any action involving major alterations in the Stage Layout/other properties or stage loading, etc., which may not be considered appropriate. The Management also reserves the right to levy any damage charges at the conclusion of the Show at its sole discretion.

11. SEATS RESERVED FOR KAMANI MANAGEMENT

Fifteen seats (Row 'A' 20-21 and Row 'F' 8 – 20) of the Auditorium are reserved exclusively for the MANAGEMENT and the booking party will have no right to use them as an utilizable part of the Hall either by way of sale or by issue of complimentary invitation.

12. OTHER TERMS

- a) Management will not be liable for any loss in case the Hirer is unable to use the Auditorium due to failure of electricity, riot, strike, earthquake, an act of war or for any other reason beyond the control of the Management of the Auditorium.
- b) Final charges will be levied at actuals as per prevailing rates on show dates and as per actual utilization of facilities. Any damage to the Auditorium property will be charged on actuals at the time of final billing and this will be binding on the Booking Party. Rate for utilities is as per table given in Booking Form.
- c) At the conclusion of every show, a Hall Utilization Statement will be put up to the Hirer/their representative. The Hirer/their representative at that time may discuss and point out any discrepancy which may exist in the Statement. In the event of no representative of the Hirer being available or such a representative failing to sign the statement, the decision of the Hall Management will be final and binding.
- d) Any additions or amendments to the Terms & Conditions made by the Management from time to time will be binding on the party booking the Auditorium. The decision of the Management in the interpretation of the terms and conditions is final and binding.
- e) The booking party will be solely responsible for any loss/damage to any property brought for the performance or kept in the Auditorium premises. In the event of the booking party bringing in any equipment or items into the Auditorium, they shall be fully responsible for all safety, other legal/statutory requirements, third party risks, etc. and the Management stands indemnified against all such risks.
- f) The Hirer shall ensure that all persons brought in by them to carry out the performance including any stage workers, Sound/Light operators/technician/helpers etc. fully meet the legal and statutory requirement. The Hirer shall also be responsible for their safety, discipline etc. The Auditorium Management stands indemnified for any claim including third party risk which may arise on account of any injury or otherwise.
- g) Adjustment of Sound levels and Lighting must be completed one hour before commencement of the show.
- h) All persons entering the Auditorium may be subjected to security checks including body search. Hand bags including ladies handbags may also be subjected to security checks.

THE HIRER WILL ENSURE STRICT COMPLIANCE OF THE ABOVE TERMS. THE MANAGEMENT WILL HAVE THE RIGHT TO STOP/SUSPEND THE SHOW IN CASE OF VIOLATION OF ANY OF THE TERMS AND CONDITIONS WITHOUT REFUND OF ANY ADVANCE OR SHOW CHARGES.

Refund Amount may be credited through Electronic Fund Transfer in the account as per details below

PARTY NAME :

A/C NO :

IFSC CODE :

TYPE OF A/C : SB/CA

BANK : NAME AND ADDRESS

(HIRER)

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