

Party Code				

BOOKING FORM FOR HIRING OPEN ARENA AREA
W.E.F. – 01st APRIL 2026

Date:

1. Name of Organisation/Party (In Capital letters)		
2. Address		
3. Name of representative		GST / PAN
4. Mobile No.	Telephone No.	5. Nature of booking:
Fax No.	Email	

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

6. SCHEDULE OF RATES

Description	Package (In ₹)
Package 1 (Stage & Front Area lawn only)	75,000
Package 2 (Entire Lawn Area – Front, Side, Rear Side of Café Kendra and both Side of Stage)	1,00,000

7. SCHEDULE OF CHARGES

Date(s) of Bookings		Total No of Days	Charges Total Amount (₹)
From	To		

8. a) Advance against Booking - ₹ _____ Cheque/DD/UTR No. _____ dt. _____ Rcpt No. _____ dt. _____
- ₹ _____ Cheque/DD/UTR No. _____ dt. _____ Rcpt No. _____ dt. _____

b) Refundable Security Deposit ₹ _____ Cheque/DD/UTR No. _____ dt. _____ Rcpt No. _____ dt. _____

CHEQUES/DEMAND DRAFTS TO BE MADE IN FAVOUR OF “ SHRIRAM BHARATIYA KALA KENDRA ”.

For Bharatiya Kala Kendra Trust

**Signature of Sr Manager/
Person booking Open Arena**

**Name & signature of Hirer
Seal/Stamp of the office**

09. EXTRA USAGE/ADDITIONAL ITEMS CHARGES AS FOLLOWS:

Sl. No.	ITEMS	CHARGES (In ₹)
1.	Lawn usage – Extra Per hour	7,500
2.	LED Connection Charges	5,000
3.	Each extra light (Lights upto 10 - free)	250
4.	Each air-conditioner installed	4,000
5.	Each Heater / Desert Cooler installed	1,000
6.	Day setup	50% (Booking Charges)
7.	Night Set Up (From 10:00 pm – 07:00 am)	15,000
8.	Cleanliness and Grass maintenance	2,500

- *If client is getting own DG Set for Electrical use as per wattage capacity, then no charges will be levied for SL.Nos.2,3,4,5.*

10. REFUNDABLE SECURITY DEPOSIT

Sl. No.	Applicable Days	₹
a.	First Day	25,000
b.	Subsequent Days – Per Day	15,000

11. CANCELLATION CHARGES

Before Booking Date	<u>Cancellation carried out on number of days before booked Date</u>			
	Upto 10 Days	11-30 Days	31-45 Days	46 Days & above
Cancellation Amount	100%	75%	50%	10%

TERMS & CONDITIONS FOR HIRING OPEN ARENA

The Open Arena will be available for use between **08:00 am to 10:00 pm.** For Night Set up, arena will be available between 10.30 pm to 07.30 am.

1) GENERAL BOOKING TERMS:

- a) Booking will be accepted up to a maximum of three months in advance. **NO VERBAL BOOKINGS WILL BE ENTERTAINED.**
- b) **All bookings are subject to compliance with the rules for the respective package categories.**
- c) Completed 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.
- d) **Balance 50% payment along with Refundable Security by Cheque/ DD/NEFT as per applicable schedule of charges will be deposited at least 30 days before the Date of events, failing which the booking will stand cancelled and the Advance paid till that date shall stand forfeited.**
- e) In case booking of Open Arena Area is being carried out at less than 30 days before the Booking Date, full payment along with Refundable Security shall have to be deposited at the time of bookings.
- f) Charges are subject to change at the discretion of the Management and charges as applicable on the date of usage 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 Lawn, they shall be entitled to cancellation with full refund within 7 days of the intimation of the charges.
- g) Notwithstanding confirmation of the booking and payment of advance, the Management reserves the right to refuse/cancel the booking at any time without reason. Any advance received will be refunded without cancellation tariff.

2) CANCELLATION/POSTPONEMENT/PREPONEMENT OF BOOKINGS:

- a) Cancellation of Bookings : A Hirer may cancel the Open Arena Area 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) Booked Dates cannot be transferred to third parties. Hirers wishing to transfer dates must pay Cancellation Tariff and the party desiring to avail of the desired dates will be required to fill up a new Booking Form with the necessary advances. Bookings are based on the usage details in the Booking Form. Any changes to usage must have prior Management approval.

3) THE FOLLOWING ACTIVITIES WILL BE THE RESPONSIBILITY OF THE HIRER:

- i. Discipline must be maintained in the Booking Area at all times.
- ii. The hirer is responsible for security of the programmes at all times, ensuring no discrepancy or mishaps take place at all times of the bookings.
- iii. Overcrowding is prohibited.
- iv. DJs are not allowed.

- v. Entry to offices, classrooms, hostels, or the auditorium requires permission.
- vi. Liquor consumption is prohibited unless special permission is granted from the management. A valid Liquor License for only wine and beer from the Delhi Excise Department is mandatory and should be submitted 1 or two days in advance to the Manager.
- vii. Carrying firearms, weapons, or similar items is banned in the Lawn.
- viii. Open fires and firecrackers are strictly forbidden.
- ix. The hirer should ensure that no wires or any other item should be laid in the flower or plant beds.
- x. Digging of grounds in case of tentage will be done under supervision of Trust personnel
- xi. Entry to Open Arena Area will be allowed through SBKK Gate except when Kamani Auditorium is also booked simultaneously. In this case, entry may be permitted through Kamani Auditorium.
- xii. No more than six banners(6) are permitted in the passage on the Kamani side, and up to four banners (4) are allowed on the SNA side.

4) OTHER TERMS:

- a) Management will not be liable for any loss in case the Hirer is unable to use the open spaces due to failure of Electricity, riot, strike, and earthquake, an act of war or for any other reason beyond the control of the Management.
- 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 open spaces or 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 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 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 Open Spaces. 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 Open Spaces. In the event of the booking party bringing in any equipment or items, 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 proposed usage fully meet the legal and statutory requirements. The Hirer shall also be responsible for their safety, discipline, etc. The Management stands indemnify for any claim including third party risk which may arise on account of any injury or otherwise.
- g) All persons entering the Open Spaces may be subjected to security checks including body search. 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 USAGE IN CASE OF VIOLATION OF ANY OF THE TERMS AND CONDITIONS WITHOUT REFUND OF ANY ADVANCE OR PAYMENT MADE.

I/We have reviewed the **Booking Form** and the **Terms and Conditions** for hiring the Open Spaces and agree to abide by them. We understand that if we cancel or postpone our bookings, we will be liable for the applicable Tariff as per the rules.

For Bharatiya Kala Kendra Trust

**Signature of Sr Manager/
Person booking Open Arena**

Authorized Signatory

**Name & signature of Hirer
Seal/Stamp of the office**