

Bharatiya Vidya Bhavans Cultural Academy & Centre for Arts



C/o., Bhavans College Campus, Lady Vidyagauri Nilkanth Marg, Nr. Rifle Club, Khanpur, Ahmedabad – 380004
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Date : _____

Booking Form For Auditorium

No.

Name of the Applicant: _____

Name of Organisation: _____

Organization Type : Company Trust Ownership Firm Institute Individual

Relation/Post of Applicant: Self Owner Representative Employee Trustee

Address : _____

Phone : (R) _____ (O) _____ Mobile _____

E-Mail : _____

ID document Type : _____ ID Document Number : _____

PAN No. _____ GST No. _____

Program details in brief _____

Date of Booking (From Date) _____ (To Date) _____ Total days _____

Shift: 7.00 am to 11.00 am 11.00 am to 3.00 pm 3.30 pm to 7.30 pm 7.00 pm to 12.00 pm

I, _____ hereby declare that all the information provided by us / declared by organization is true at the best of our knowledge & faith and the terms & conditions mentioned overleaf are accepted.

Place : _____

Date : _____

Applicant's Signature/Stamp

Encl. : Application on letter head in case of organization/company/trust.

Payment Records

(To be filled by receiver of form)

Amount Received Rs. _____ (in words _____)

for booking of _____ on date _____ in shift

_____ by Cash/Cheque No. _____ Drawn On _____.

Receipt Number: _____

Receiver's signature:

Date:

Terms and Conditions

Rights & Reservations :

1. BCACA reserves rights to accept/reject the request for registration & facilities.
2. BCACA reserves rights to allow facilities within and surroundings by auditoriums.
3. BCACA reserves rights to inspect/inquire/take details prior to provide confirmation of booking.

Booking :

4. Booking will be done through mentioned application form along with an application written on letter head of organization with due stamp and signature from authorized signatory.
5. It is mandatory to attach an identity proof and to declare a name of person who will take possession in the application form.
6. All requirements such as equipments, facilities, green room, furniture has to be clearly mentioned before taking possession. After booking, before or during events, additional requirement will not be fulfilled in ideal conditions and may cost additional.

Possession :

7. The auditorium will be handed over to the person whose name is registered in application form on presentation of identity proof mentioned in the form. The same will not be handed over to any other representative/person/party apart from the person or official written /declared in the application form.
8. Shifts booked needs to be followed strictly. In case of early requirement of any set up, inform administration desk at the time of registration only. No request will be entertained then after.
9. Hall must be returned at agreed time. Delay of more then 30 minutes, additional charges will be levied on hourly basis.

Usage & Consumption :

10. Food items, alcohol, smoking, spitting & bringing flammable items such as matchbox, lighters, arms is strictly prohibited in auditorium and in such events, management may stop events or activity and cancel registrations. In such cases, no advances or fees will be refunded.
11. Waste must be thrown in dust bins only, floor and carpet must be kept clean while using. Dustbins are at place for use.
12. While using stage, green rooms & wash rooms, wastages must be disposed in dustbins only & while giving possession back it is the sole duty of occupier to ensure that the premise is clean & waste free.

Damage & Theft :

13. Any damage to furniture, fixtures, equipments, floor, stage, infrastructure in auditorium, green room, lobby, washrooms, parking & food zone has to be paid immediately in cash. No argument will be entertained in this regards. It is a sole duty of occupier to take due care of all resources which are part of auditorium irrespective of whether the same is ordered/hired for use or not.
14. Incase of theft also, the clause mentioned above is applicable.

Financials & terms of payments :

15. Booking of auditorium and rental towards facilities needs to be paid 100% in advance along with requisite deposits as per the prevailing norms & agreed terms.
16. Electricity Consumption Charge is be paid as actual as per the unit consumed & as per the prevailing cost per unit.
17. Payments towards rental, deposits, facility charges or any other charges are to be paid either by Cash or Demand Draft only.
18. Any reimbursement of damage or theft as per clause no. will be deducted from deposit. In case of a damage costing higher then deposit, the same has to be paid cash at the time of handing over of possession.
19. GST is applicable on each amount as per the rate decided by Govt. of India. No concessions are allowed in this.
20. Refunds if any, will be given only and only by cheque on the name of the person who is booking & filling the form.
21. In case of cancellation post booking, cancellation charges will be applicable as per the prevailing norms of BCACA. Kindly refer quotation for same.

Licenses and permissions : Organizer needs to submit license from Police Commissioner permitting for program, sounds & people gathering as per their relevant norms.

Copyrights / Patterns : Photography of building infrastructure, interior & exterior is strictly not allowed except during live programs. In case of any items/materials/performances performed /used in auditorium are copyrighted, then the use of same is sole responsibility of user or occupier. Any inquiries/asking from authorities will be answered only by occupier. Bhartiya Vidya Bhavan &/or Mrudang Management is nowhere responsible for same.

Legal jurisdiction area is Ahmedabad

Date :

Signature & Stamp