

APPLICATION FOR BOOKINGS

B.M. BIRLA AUDITORIUM & CONFERENCE HALLS

To,

**B M Birla Astronomical & Cultural Trust
Statue Circle, Jaipur.**

Sir/Madam,

We request you to kindly book the following premises as per the particulars furnished hereunder.

- i) -----
- ii) -----
- iii) -----
- iv) -----

We have a copy of the RULES & REGULATIONS and agree to abide by the same.

PARTICULARS OF THE ORGANISATION NAME -----

ADDRESS-----

TEL. NO. -----

PARTICULARS OF THE COORDINATOR NAME -----

ADDRESS-----

TEL.NO. -----

DATE & TIME OF THE FUNCTION -----

TYPE OF FUNCTION -----

VVIP/VIP/IP ATTENDING THE FUNCTION -----

NO. OF GUESTS/INVITEES ATTENDING THE

FUNCTION -----

SECURITY ARRANGEMENT & SECURITY -----

AGENCY HIRED -----

(WITH NO. OF SECURITY PERSONNEL WHO WILL BE ON DUTY)

PARTICULARS OF THE EVENT MANAGER: NAME -----
(IF ANY) ADDRESS -----

TEL.NO. -----

PARTICULARS OF THE CATERER IF ANY: NAME -----
ADDRESS -----

TEL.NO. -----

PARTICULARS OF THE TENT HOUSE IF ANY: NAME -----
ADDRESS -----

TEL.NO. -----

ELECTRIC LOAD REQUIRED -----

FREE ENTRY/TICKETED ENTRY -----

CLEARANCE OF THE FOLLOWING ATTACHED:

POLICE COMMISSIONERATE : I/We promise to submit **Police Permission, DCP (South)**, well in time.

(Name & Signature)

- 1. ALL PAYMENTS HAVE TO MADE BY A/C PAYEE DRAFT ONLY IN FAVOUR OF "B. M. BIRLA ASTRONOMICAL AND CULTURAL TRUST". FOR ONLINE PAYMENT, KINDLY OBTAIN BANK DETAILS FROM AUDITORIUM OFFICE.**
- 2. ALL REQUISTE CLEARANCES BY VARIOUS GOVERNMENT DEPARTMENTS HAS TO BE SUBMITTED ONE DAY PRIOR TO THE EVENTS.**
- 3. PLEASE READ THE ATTACHED INSTRUCTIONS OF B. M. BIRLA AUDITORIUM AND IT WILL BE FOLLOWED STRICTLY.**
- 4. PLEASE ADHERE ALL THE HEALTH GUIDELINES PRESCRIBED BY STATE / CENTRAL GOVERNMENT.**

DATE:

**(SIGNATURE OF THE PARTY)
WITH SEAL**

B.M. BIRLA AUDITORIUM

TERMS AND CONDITIONS

1. Wedding Ceremonies are not allowed within the premises.
2. Use of flower petals, garlands (**ESPECIALLY ROSES**) and fire hazardous material should strictly be avoided inside the Auditorium. Smoking, consumption of pan, pan masala, zarda and serving and consumption of eatables and all beverages in the visitors' gallery and in the function area is strictly prohibited. Rangoli with colours is not allowed.
3. Eatables are strictly prohibited inside the Auditorium. The Cafeteria is available for such purpose.
4. Open flames, firecrackers, hand blasters and electronic blasters are prohibited inside the Auditorium. No arch gate is permissible at the Main Gate and near to the wall of exhibition halls. Prescribed area will be given for branding at the Main Entrance. No Animals and Pets are allowed in the premises.
5. Local law stipulates that all events must conclude by 10 pm.
6. Deposition of a refundable Security Amount is mandatory. The refund will be effected within 15 days of the completion of the event after deducting applicable taxes and Nagar Nigam charges. The repair cost of any damage caused to the property during the event is recoverable from the above amount.
7. Booking charges of lawns and exhibition areas do not include Electricity charges.
8. The security amount is refundable only to the organizer who has booked the premises.
9. All payments must be made ten days in advance through A/C payee Bank Drafts in favour of **B. M. BIRLA ASTRONOMICAL AND CULTURAL TRUST**, payable at Jaipur. All advances are non-refundable under any circumstances.
10. The security of all displays inside and outside the premises and additional security arrangement are the sole responsibility of the event organizer.
11. Additional 33% tariff is applicable on account of preparations and dismantling if the premise is occupied before the event and/or is not vacated within a stipulated period after conclusion of the event. Two hours is given for set up in Auditorium, beyond this Rs.10000/- per hour will be charged in advance.
12. Parking is at owners risk. The management is not responsible for any theft/ damages of the parked vehicles. All vehicles should be parked properly at the parking area during events failing which the organizer/ booking parties will be responsible.
13. The management reserves the right to cancel or discontinue any event.
14. The lobby area is not available for erecting stalls. No flagpoles, decorative arches or other decorations are permissible. Nailing or pasting of visual displays on the walls is not allowed.
15. Event organizers are expected to maintain proper cleanliness throughout the event.

16. Submission of permission letter from the Police Commissioner, Jaipur, is mandatory for all events. In addition, following permissions may need to be adhered.
- a) If sales of articles is planned inside the premises during an event, please forward the No Objection Certificate (NOC) from the Sales Tax Department seven days prior to the event.
 - b) Excise Department permit is mandatory for serving Alcoholic Beverages during an event.
 - c) Permission may also be sought from Fire Brigade Authorities prior to the event.
 - d) For live or recorded musical performances, a NOC from Phonographic Performance Ltd., G-11, Ground Floor, Nizamuddin (West), New Delhi- 110 013, must be submitted prior to the event. Phonographic Performance Ltd., New Delhi, exclusively deals with the copyright issues of all forms of performing arts. This clause is applicable, even if, the artist/s himself/themselves hold/s copyrights of his /their creations. Recording of such performances without a proper approval from above the authority is against copyright laws with full legal implications.
17. The seat numbers **01 to 24** in the **D** row are reserved exclusively for the Management. Kindly submit the invites well in time.
18. All stage items should be carried through the back shutter gate.
19. The Courts of Jaipur shall have exclusive jurisdiction in dealing with all disputes.
20. All Event Managers /Parties are requested to adhere to the time schedule. As per Rules, extra money per hour will be charged, if programme exceeds the given timings.
21. The tariff as applicable at the time of Event will be chargeable.

I / we agree to follow all the above terms and conditions.

Name	Address

Telephone:

Date:

(SIGNATURE WITH SEAL)

CLIENT INFORMATION FORM

<u>EVENT DETAILS</u>	
Party Name	
Event Date	
Address	
City	
PIN Code	
State / State Code	
Contact Person	
Mobile No. / Landline No.	
Fax No.	
Email Id	
PAN No.	
Registration Type	Regular / Composition / Consumer / Unregistered
GSTIN / UIN	
HSN / SAC	
<u>BANK DETAILS</u>	
Bank Name	
Bank Address	
Bank Account No.	
Type of Account	
IFSC Code	

Date:

Signature with Seal