



Uttarakhand Technical University Dehradun

PROFORMA FOR BOOKING AUDITORIUM

To,

**Assistant Director,
Department of Student Welfare, Sports and Physical Education.**

1.	Name and Address of Individual / Organization in whose name auditorium is to be booked	:	
2.	Telephone / Mobile No. & E-mail Address	:	
3.	Programme Coordinator/ Contact Person Name & Mobile No.	:	
3.	Nature of the Organization / Party (Trust / Academic / Company / Govt. Institution / Private / Others)	:	
4.	Purpose (Cultural / Seminar / Meeting / Others)	:	
5.	Dates on which auditorium is required	:	From To
6.	Timings	:	From To
7.	Others (Please mention any special facility required)	:	

TERMS AND CONDITIONS

1. Caution Deposit, auditorium rent and other charges shall be paid in advance.
2. The booking of auditorium will be entertain at least one week prior to date of function.
3. Advance booking for Auditorium may be permitted for not more than one month in advance from the date of the programme. While making advance booking, the organizers shall remit 100% advance to the University.
4. It is mandatory to apply in a "Proforma for booking auditorium" decided by the University. Proforma copy is available in University website www.uktech.ac.in.
5. Separate DDs for Auditorium Rent, 'Generator Rent & Other Charges' and Caution Deposit, be submitted. The caution deposit will be refunded after deducting the electricity and generator usage and if any damage charges and on getting your requisition letter.

6. Eatables, drinks, chewing of betel leaf (paan) inside the auditorium are strictly prohibited.
7. In case of Constituted college of UTU the application shall be entertained, only in case it is forwarded through proper authority, i.e Director or Head of the Institution.
8. Smoking /Crackers/ Use of liquor are strictly prohibited both inside and within the campus of the auditorium.
9. Tea/ Snacks / Lunch/ Dinner will be allowed to serve only in the lawn adjacent to the auditorium with prior intimation.
10. If any loss or damage in the Auditorium and adjacent Lawn, reported by the Auditorium Incharge will be recovered from the caution deposit.
11. Entry of anti-social elements will not be allowed inside the auditorium.
12. The auditorium can be taken over by the organiser two hours prior to the scheduled program and handed over back immediately after the program is over.
13. Arms or any other inflammable materials will not be allowed inside the auditorium.
14. No posters, stickers, wall papers etc. shall be pasted on the walls of the Auditorium / Chairs, and no pins shall be used in the Stage Screen of the Auditorium.
15. Cleanliness shall be maintained in and around of the auditorium by the booking party.
16. Political, religious and unlawful meetings are not permitted.
17. The organizer of the program / function shall be responsible for the safety of life of participants and property inside the auditorium / the campus of auditorium and indemnify any loss / damage caused.
18. The University reserves the right to cancel the booking of the auditorium at any time without assigning any reason thereof.
19. The Organizers of the programme other than the Uttarakhand Technical University should not use either the University Crest (Emblem) or the University Photograph etc. in any manner in the advertisement of their programme to be conducted in the University auditorium.
20. The accommodation should be limited within the capacity of the Auditorium (244 seaters) and it should not be overcrowded under any circumstances.
21. The University will not be responsible for the interruption and failure of electricity supply by the Uttarakhand Electricity Board due to unforeseen situation.
22. No Programme will be allowed to be held after 10.00 p.m.
23. Postponement of the programme may be permitted only once subject to the availability, with prior notice, and payment of 20% of the total rent. For cancellation of booking, 30% of the rent shall be levied as cancellation charges from the total rent remitted.

I / We hereby agree and undertake to observe all the terms and conditions in connection with the use of the Auditorium. I / we hereby further agree that in the eventuality of any damage to the equipment / furnishings etc. of the auditorium due to our use, I / We undertake to pay for the damage at once.

Date :

Signature with seal

TARIFF DETAILS

Particulars	All Constituent Colleges of UTU	Govt./ Govt. Aided Education Institutions	Service Organizations/ Private Educational Institutions/ Cultural Functions	Private bodies/ Companies/ Ticketed Programmes
Auditorium Rent	Rs. 5000/- per day	Rs 10,000/- per day	Rs 15,000/- per day	Rs 20,000/- per day
Generator Rent, P.A System & other charges	Rs. 15,00/- per hour	Rs.15,00/- per hour	Rs. 15,00/- per hour	Rs. 15,00/- per hour
Caution Deposit	Rs. 5000/-	Rs 10,000/-	Rs 15,000/-	Rs 20,000/-
Others (Service Tax if any)	Nil	Nil	Nil	Nil