

Important instructions for booking/use of
Dhanvantri Auditorium Hall, ITRA, Jamnagar, Gujarat.

For booking of Auditorium

- Fill up and submit **an application form** in to Estate section of ITRA or email to civil@itra.edu.in.
- Application Form is attached in page no.2 of this document.
- Booking will be **confirmed** only after successful payment of **deposit amount**.
- Auditorium must be booked on name of the organization, trust, association, institution etc.
- Booking by **personal name is not acceptable**.
- Auditorium is available on
 - **Sunday or Holiday in the Institute.**
 - **Only after 18:30** on working days of Institute.

Deposit amount for booking and rental charges

- **Rs.50000/-** is Deposit amount for programme of 3 Hrs.
- Use of 4 Hrs is allowed for booking of 3 Hrs programme i.e. ½ Hour earlier from beginning and ½ hour after end of programme.
- Rent for programme of 3 Hrs is Rs. 18000/- + Rs.3200/- Conservancy + Rs.1000/- Cleaning charges + Electricity charges per unit as applicable.
(Approximate Rs.25000/-)
- Overtime charges will be calculated on the basis of rental charges.
- Overtime charges will be calculated in round off of 1 Hour.
- Usage/Rental charges will be recovered from the deposited amount.
- Remaining amount will be released by the Institute by Cheque.
- Payment methods for deposit amount....
 - (1.) **Demand draft** in favour of **The Director, ITRA**
 - (2.) Cash – Party shall collect challan from Account Section of ITRA and deposit cash amount in the Bank of India, Hospital road branch, Jamnagar.
 - Payment by **Cheque is not acceptable**.
- User must have a **Bank account** on the name for which Auditorium is booked shown in an application form.

An application for Use of Auditorium Hall on rental basis.

From,

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(Name of Organisation, Institution, trust)

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(Address)

.....

(Mobile Number for communication)

Date :-.....

To,
The Director,
Institute of Teaching and Research in Ayurveda,
Jamnagar.

Respected sir,

I/We request to allot the auditorium hall for our programme to be held as follow.

Date of programme :-

Time of programme :-

Purpose of programme :-

Brief of programme in short

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I have read all the rules and regulations attached with this form.

(Signature with name, designation and stamp)

RULES FOR THE USE OF THE AUDITORIUM OF DHANVANTARI MANDIR, JAMNAGAR

1. Dhanvantari Mandir is a part of an Educational Institution and as such permission to use its auditorium shall be granted only at such time and in such manner as would not interfere with the normal educational work. Use of auditorium shall be allowed during the holidays or after the office hours on any working day.
2. An Institution desiring to use the auditorium shall have to apply at least three days before the stipulated date of the program in the prescribed form of application and deposit amount.
3. Permission to use the auditorium shall be granted only to Educational Institutions and Govt. Department for staging cultural programs in connection with their annual celebrations or social gatherings or academic lectures etc. However approved public associations, renowned social associations and such other associations or Institutes who have national or state level standing may be permitted to use the auditorium after verification of their status.
4. The Scale of charges for the use of Auditorium for single performance of three hours maximum per day shall be as under.

Sr.N o	Particulars (per Shift i.e. 3 hours.)	Rates
1	Deposit	Rs.50,000=00
2	Rent per day (i.e. 3 hours)	Rs.18,000=00
3	Conservancy charges	Rs.3200=00
4	Electricity Charges L.S.	As per meter unit, per unit prevailing charges will be charged + 10% administrative cost
5	Cleaning charges.	Rs.1000=00

The scale of charges for one day as mentioned above will be considered for a single performance of three hours only. For every additional hour (up to 2 hour maximum) after the regular period of three hours for single performance, extra charges at the rate of 33% of above mentioned charges will be charged. No extra time will be provided if another program is scheduled or booked. Service tax on above charges will be charged extra as per prevailing rates of service tax.

5. It will be competent for the Director, ITRA to waive the rental charges fully or reduce the same for the Government Organized Programme, in this case, the other charges shall stand payable.
6. Any program or item of program which is obscene, indecent or which is likely to hurt the religious feeling of or create hatred towards any section of the public, shall not be allowed to be staged.
7. Complete details of the program and in case of drama full script accompanied by the written permission from the writer shall have to be furnished to the office before staging the program.
8. At the time of taking over the charge of the auditorium the applicant will check and accept Sound System, A. C, Chairs, Curtain, Electric Bulbs and other equipments. At the time of handing over the possession the applicant shall have to handover the Sound System, A.C., Chairs, Curtains, Electric Bulbs and all other equipments and properties in good conditions. The cost of any less, damage, breakage of any article in the auditorium will be recovered from the applicant. If the amount of such damage will be recovered from the applicant in cash on the spot. The amount of damage will be fixed by the Estate Manager with the sanction of the Director, ITRA and his decision shall be final and binding to the applicant.
9. No inflammable articles or such other articles which would catch fire or damage the building or furniture or any other equipment will be allowed to be brought or used in the auditorium.
10. Any extra material needed for the function by the applicant will be provided by him at his own cost and shall be kept in the auditorium on his risk only.
11. In the event of cancellation of the reservation, 50% of the rental amount shall be deducted from deposited amount if the auditorium is not used.
12. If the applicant wishes to change date, he/she has to inform to the office in writing.
13. The staff members detained for duty by the Institute for the management of the auditorium shall be allowed to enter the auditorium for performance their of duties without any restriction.
14. The applicant shall be responsible to obtain the license required for entertainment or to obtain any other type of license or permit which may be required from the Government, Collector, Corporation or Gujarat Electricity Board or such other competent authority.
15. The applicant shall be required to take proper care to keep the auditorium clean.
16. Smoking, Spilling and use of any kind of drinks like tea, coffee, cold drinks etc. and any kind of food will be prohibited. Preparation, use and sale of any articles or refreshments in any part of the auditorium will also be prohibited.
17. The applicant shall not sublet the auditorium or its part not can the permission be transferred. In case of breach the permission granted shall be withdrawn and entire amount of the deposit will be forfeited.
18. Permission to use the auditorium is granted for only one show daily. If more than one show is staged on any day separate rental and other charges as per rules shall have to be paid.
19. Under no circumstances the auditorium or any part of it shall be used for residential purposes.

20. No extra chairs will be allowed to be placed in the auditorium and the applicant shall not bring more persons than the number of chairs.
21. The applicant will have to make police or other security arrangement to prevent any mishappening.
22. The applicant will be solely responsible for fire, accidents or damage to the property.
23. The applicant will be required to carry away all musical instruments, clothes, dresses, curtains and other equipments brought by him for the function at the end of the program. In case the same are not carried away, the same may be stored in the auditorium at his entire cost and risk. The Institute does not accept any responsibility or liability on this account.
24. The applicant shall have to vacate the auditorium within one hour after the program is over.
25. The Director, ITRA has the right and authority to cancel or postpone the permission to use the auditorium in the interest of the Institute or under special circumstances. In case of such cancellation or postponement, the Institute will not be responsible or liable for payment of any compensation to the applicant except the deposit.
26. The power to grant permission for use of auditorium according to the rules shall rest with the The Director, ITRA. If there are more than two institutions asking permission for the use of auditorium on the same day and at the same time, order of the Director, ITRA shall be obtained. The decision of the Director, ITRA regarding the interpretation of the Rules or any other dispute, shall be final and binding.
27. The Director of the Institute has power to waive the rental charges fully for the programme organised by the Institute Employees Mandali / Union / Association, Institute constituent colleges.
28. GB of the Institute shall have power to alter, amend or rescind these rules.
29. Institute of teaching and research in Ayurved (ITRA) reserves right to cancel booking without prior notice in case of emergency and public interest.

Sd/-
(D. H. Jhala)
Civil Supervisor
Estate section, ITRA