

# TAXILA AUDITORIUM

Taxila Business School, Sector 9, Mandir Marg, Mansarovar, Jaipur.

## TERMS AND CONDITIONS

1. The auditorium will be available between 8.00 a.m. to 01.00 p.m. for the morning session and between 03.00 p.m. to 10.00 p.m. for the evening session. The auditorium is to be vacated in any case by 11.00 mid night as per the local laws.
2. First to fifteen seats in the first row of the auditorium are reserved exclusively for the Taxila Business School and booking party has no right to use them as a rented part of the auditorium or object to entry to them. These seats will be kept vacant if the Taxila Management does not use them.
3. There are 325 seats in the Auditorium, and the invitees should not be more than this.
4. The Taxila Management will not be liable for any loss if the party cannot use the auditorium due to failure of electricity, riot, fire, strike, earthquake, and an act of war or an act of God.
5. The Taxila Management reserves the rights to refuse the booking of the auditorium to any party without assigning any reason.
6. The Taxila Management reserves the right to revise the auditorium charges at any time without assigning any reason.

## RESERVATION:-

7. All reservations will be made on prescribed form only.
8. In all cases 100% of the charges for the full period of booking must accompany the written request in addition to the deposit of Rs.15, 000.00 as security deposit. Security deposit shall be returned back in 15 days after deduction of amount for any damages done.
9. 100% charges (Booking Charges+ Security) must be paid by cash/ Cheque or online transfer in favor of Taxila Business School.
10. No booking will be treated as confirmed unless the amount due under Rule 9 is paid.

## CHARGES PER FOUR HOURS: The following is included:

1. One Auditorium 2. Two green rooms 3. One waiting room/entry to stage 4. Washrooms

- |                               |                                |              |
|-------------------------------|--------------------------------|--------------|
| 1. Monday to Thursday:        | Morning or Evening for 4 hours | Rs.35,000.00 |
| 2. Friday, Saturday & Sunday: | Morning or Evening for 4 hours | Rs.40,000.00 |
| 3. Full Day (10 AM to 10 PM)  |                                | Rs.60,000.00 |

## 2. Kindly tick the additional facilities required:

- |   |   |
|---|---|
| 4. Charges for Use of inbuilt Audio system: | Rs 5000/ per 4 hours                      |
| 5. Charges for use of inbuilt stage lights: | Rs.5000/ per 4 hours                      |
| 6. Charges for use of projector and screen: | Rs 1500/ per 4 hours                      |
| 7. Side lobby                               | Rs 5000/ per 4 hours                      |
| 8. After 4 hours extra charges will be:     | Rs.30% of above per hour or part thereof. |

GST at 18% will be additional.

## **CANCELLATION/POSTPONEMENT/PREPONEMENTS Charges:**

The schedule for cancellation/postponement charges will be as follows:-

	Cancellation	Postponement/Preponement As per availability
Before 3 months or more	15%	Nil
Before 2 months or more	25%	12%
Before 1 month or more	50%	25%
Before 0 Days or more	100%	50%

## **General Conditions:-**

1. All stage properties must be fireproof. No open fire will be allowed within the premises of the auditorium or in green rooms etc.
2. Smoking is strictly prohibited in the auditorium and on stage. The party hiring the auditorium will ensure that this is strictly observed.
3. No party will be allowed to handle the auditorium properties without the consent of the auditorium In-charge.
4. The party hiring the auditorium will be responsible for any losses/damages to any property of the auditorium. The amount payable on this account will be determined by the In-charge Taxila Auditorium and its decision will be binding on the party.
5. Taxila Business School or its employees will not be held responsible for losses/damages of the properties of the hiring party used in the performance or kept in the auditorium premises.
6. Selling of tickets, posting users and management of entrance and stage will be arranged by the party.
7. Posters/Banners of publicity will not be allowed to be stuck on any portion of the auditorium but will be allowed to hang at the space specified by the auditorium in charge.
8. No extra lights or mikes will be installed by the party without prior permission.
9. The party will obtain Police permission prior to the performance of the show and will be responsible for the maintenance of law and order, traffic control etc.
10. Any other facility to be used by the party other than provided will require prior permission from the auditorium In-charge and charges may be levied on the same.
11. Drinking of alcohol/beer/cold drinks/food/eatables etc. is strictly prohibited in the premises of the auditorium. The party booking the premises shall ensure that the rule is not violated. In case of violation the security money will be forfeited.
12. Marriage function cannot be held inside the auditorium.
13. The Taxila Business School reserves the rights to change and or alter modify and or all the terms and conditions without any notice whatsoever.
14. The rules as applicable on the date of the show would however apply. The Taxila Business School reserves the right to cancel the booking at any time without assigning any reason.
15. Use of flower garlands 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 prohibited.
16. Open flames, firecrackers, hand blasters and electronic blasters are prohibited inside the auditorium.

17. Deposition of a refundable security amount is mandatory. The refund will be affected within 15 days of the completion of the event after deducting applicable taxes. The repair cost of any damage caused to the property during the event is recoverable from the above amount.
18. Booking charges of exhibition areas do not include electricity charges.
19. The security amount is refundable only to the organizer who has booked the premises.
20. The security of all displays inside and outside the premises and additional security arrangement are the sole responsibility of the event organizer.
21. 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.
22. The management reserves the right to cancel or discontinue an event.
23. 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.
24. No eateries are permissible inside the premises. The cafeteria is available for such purpose.
25. Event organizers are expected to maintain cleanliness throughout the event.
26. Submission of permission letter from the Police Commissioner, Jaipur, is mandatory for all events.
27. 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.

Signature of Booking Party

Full Name & Tel. No.

Date:

Place:



No. Of security personnel who will be on duty \_\_\_\_\_

**Particulars of the event manager:**

Name -----

Address-----

Tel.no. -----

**Particulars of the caterer if any:**

Name -----

Address-----

Tel.no. -----

**Electric load required** -----

Free entry/ticketed entry -----

Clearance of the following attached:

I) Police Commissioner -----

II) Fire Department NOC-----

Any other information-----

1. All payments have to made by a/c payee draft only in favor of "Taxila Business School".
2. All requisite clearances by various government departments to be submitted before 24 hours commencement of the programs.
3. Invitees should not exceed the capacity of the auditorium which is 325 persons.

Thanking you,

Yours,

(Signature) Name (IN BLOCK LETTERS):

Designation:

Date:

Name of the party

Full Address:

Phone

Alternate Phone Number

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**For Office use only**

1. Received Booking charges Rs \_\_\_\_\_ as full/part charges vide Receipt. No. \_\_\_\_\_  
Dated \_\_\_\_\_ Balance Rs. \_\_\_\_\_ Vide R. No. \_\_\_\_\_ Dated \_\_\_\_\_
2. Security Deposits of Rs. \_\_\_\_\_ Vide R. No \_\_\_\_\_ Dated \_\_\_\_\_

Signature  
Auditorium In-charge

Date:

## TAXILA AUDITORIUM

Taxila Business School, Sector 9, Mandir Marg, Mansarovar, Jaipur

### Booking Confirmation Form

Date:

Ref Number:

To

\_\_\_\_\_  
\_\_\_\_\_

I hereby confirm the booking of 'Taxila Auditorium' at Taxila Business School as below:

Date booked on: \_\_\_\_\_

Time Booked on: From \_\_\_\_\_ To \_\_\_\_\_

The following facilities are booked:

1. Taxila Auditorium with normal lights, two green rooms and one waiting/ entry room.
2. Audio system as is installed (4 Bose speakers, 2 Stage Monitors, 2 woofers) in auditorium with three cordless mics.
3. Stage lighting system as is installed
4. Projector with Screen
5. Side Hall
6. Generator

The maximum capacity of auditorium is 325. Kindly follow all rules and regulations as is read and signed by you.

Regards

In-Charge  
Taxila Auditorium  
Taxila Business School  
Sector 9, Mandir Marg, Mansarovar, Jaipur.  
[audi@taxila.in](mailto:audi@taxila.in)