



उत्तर पूर्व विज्ञान तथा प्रौद्योगिकी संस्थान



NORTH-EAST INSTITUTE OF SCIENCE & TECHNOLOGY

Auditorium Service

प्रेक्षागृह सेवा

An ISO 9001:2008 Certified Organization

Connecting Science & Technology for a Brighter Tomorrow

SUBJECT	TERMS & CONDITIONS												
Control and Management.	1. The Control and management of Auditorium shall be vested to a Coordinator, appointed by the Director, NEIST												
Sub-Committee's Power to make rules.	2. The Coordinator shall, from time to time, propose rules and regulations governing the general management, administration and maintenance in proper conditions, of the Auditorium including the appointment and duties of employees connected with the Auditorium to MC and after approval by the MC these will be implemented. These rules are subject to alterations at any time at the discretion of the Director, NEIST without prior notice.												
Use of Auditorium.	3. Auditorium will be permitted to be used at the discretion of the Coordinator of Auditorium for lectures, discussions, conferences, company meetings, performances and social, educational, cultural and recreational activities on such days and at such time when it is not required for use of NEIST and on such terms and conditions as prescribed from time to time by the Director, NEIST.												
Schedule of charges and Timings.	<p>4. The Schedule of charges prescribed in sub-rules (a) and (b) below for the use of the Auditorium shall remain in force till such time as they are revised by the Director, NEIST.</p> <p>(a) (i) Every day or part thereof, will be charged at the rate of Rs. 4,000/- per day for conferences, company meetings and other programmes.</p> <p>(ii) Full day conferences, company meeting or company programmes meeting shall mean period not exceeding 8 hours. Normally, it is available between 9.00 a. m. and 5.00 p. m.</p> <p>(iii) Term "Morning Session" or "Afternoon Session" or "Evening Session" shall mean a period not exceeding three hours. Normally Morning Session means from 9.00 a.m. to 1.00 p.m. Afternoon Session means from 2.00 p.m. to 5.00 p.m. & Evening Session means from 6.00 p.m. to 9.00 p.m.</p> <p>(iv) Please note that non Starting the programme on time will disqualify the application for allotment in future.</p> <p>(b) The Schedule of maintenance charges for different purposes is as follows :</p> <table border="1"> <thead> <tr> <th>Statement Of Charges</th> <th>All Days</th> <th>Additional Charges per hour</th> </tr> </thead> <tbody> <tr> <td>Conference</td> <td>Rs. 4,000/- per day of 2 sessions</td> <td>Rs.1,000/-</td> </tr> <tr> <td>Company Meetings or Company Programmes</td> <td>Rs. 4,000/- per day of 2 sessions</td> <td>Rs.1,000/-</td> </tr> <tr> <td>Other Cultural Programmes</td> <td>Rs.3,000/- for 3 hours of evening session</td> <td>Rs.1,000/-</td> </tr> </tbody> </table> <p>This includes the use of Auditorium, in-house, Chairs, Curtains, air conditioning, sound equipments and electricity, existing spot and staff thereof. Any additional equipments and lights etc., if required will have to be obtained only form NEIST approved contractor on payment of hire and electrical charges.</p> <p>(c) The decision of Director, NEIST in respect of categorisation and charges shall be final and binding.</p> <p>(d) Transfer of date is permitted only once with 5 days advance intimation in writing from the date of performance / programme subject to availability of dates.</p> <p>(e) The use of the Auditorium for rehearsals is not permitted.</p> <p>(f) Additional Power / Electricity other than the available lights will be charged @Rs.1,000/- per shift.</p> <p>(g) for e-payments, the bank details as follows :</p>	Statement Of Charges	All Days	Additional Charges per hour	Conference	Rs. 4,000/- per day of 2 sessions	Rs.1,000/-	Company Meetings or Company Programmes	Rs. 4,000/- per day of 2 sessions	Rs.1,000/-	Other Cultural Programmes	Rs.3,000/- for 3 hours of evening session	Rs.1,000/-
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	<p>Name of the Bank : STATE BANK OF INDIA Branch : RRL Jorhat Branch Place : Jorhat IFSC Code : SBIN0005604 MICR code : 785002007 NEIST Account : DIRECTOR, NEIST Account No. : 00000030266871392</p> <p><u>SPECIAL INSTRUCTIONS:</u></p> <p>1) Acoustics of the Hall and planning of the microphones are so adjusted that performing platform has to be at a certain location on the stage. This location is earmarked by the management of the hall and this location is restricted for the ideal acoustical performance in the hall.</p> <p>2) The Parties Booking the Auditorium should ensure that the Mobile phones and pagers should be kept in off mode during the performance of the show.</p> <p>3) Performance of Qawalies, Orchestras and Fashion Shows / Beauty Contest are strictly prohibited at the Auditorium.</p> <p>4) The Auditorium is booked for performances as shootings are prohibited, therefore, the parties booking the Auditorium are permitted to use maximum two VHS cameras in the areas specified for their record purpose only. On line editing and professional cameras are strictly prohibited.</p>
Application in prescribed form.	5. (a) Every application for use of the Auditorium shall be submitted in the prescribed form furnishing all details, required in it to the Coordinator, Auditorium, NEIST-Jorhat, or to any other officer whom the Coordinator may direct to act on his behalf.
Advance Notice.	(b) The Booking of Auditorium can be made 6 months in advance. (c) The Booking of weekends (Saturday & Sundays) and Bank Holidays can be made through Quarterly Allotment procedure. The dates of allotment procedure are non-transferable.
	The last date for application for quarterly allotment schedule are as under : January to March : 10th October April to June : 10th January July to September : 10th April October to December: 10th July
Advance Payment refund	6.(a) Each application for the use of the Auditorium should be accompanied by Cash/Demand Draft of Rs. 10,000/- as Security Deposit. (b) On the acceptance of the application the balance payment towards hire charges etc. shall be paid no later than one month before the date of the use of the Auditorium, failing which the security deposit shall be forfeited and if the intimation regarding the cancellation or the payment is not received in this office in writing, the party shall have to pay the full amount of hire charges. In the absence of any intimation to this effect, the reservation will automatically cease and allotment will be made to a new party and if such parties book the Auditorium in future, full amount of the hire charges will be collected in advance at the time of booking the Auditorium. (c) In the event of non-acceptance of the application, the said Security deposit of Rs. 10,000/- shall be refunded to the applicant.
Cancellation.	(d) After making the application for the use of the Auditorium if the applicant withdraws his application, the Security deposit paid as mentioned in sub clause (a) shall be forfeited. However, if other payment towards hire charges, etc. have been paid as mentioned in sub clause (b) the same will be forfeited and the Security deposit shall be refunded.
Powers to accept or reject applications.	7. The Coordinator or any officer who is authorised by it on its behalf; after scrutinising the applications for the use of the Auditorium, may accept or reject them without assigning any reason. Their decision shall be final.
Security Deposits.	8.(a) The Security deposit which shall be refunded subject to deduction, if any, under Sub-Rule (b) below, to him, on any working day, fifteen days after the use of the Auditorium. The deposit amount not collected within three years shall be forfeited without any notice. (b) From the amount deposited under Rule 8(a) above, such sums shall be deducted as are needed to cover the cost of damage, if any, done to the assets, properties including building, furniture, fixtures, fittings, painting, electrical and other apparatus etc.; during the use of the same by the applicant, and the balance, if any, shall be refunded to the applicant. The decision of the Coordinator, Auditorium, NEIST in these matters shall be final and binding on the applicant concerned.
Recoveries for excessive damages.	(c) If the cost of damage done to the building etc., referred to clause (b) of this Rule be more than the deposits amount, the difference as determined by Director, NEIST shall be paid by the applicant.

No Claim entertained on cancellation of permit.	9. The Director, NEIST Jorhat shall have the authority at any time to cancel the permission already granted to any applicant without assigning any reason in which case the applicant shall be refunded the amount already paid by him without interest thereon. The applicant shall not be entitled to claim any damages or compensation whatsoever by reason of such cancellation.
Permits liable to cancellation to objectionable or irregular use.	10. If at anytime after the grant of permission of the use of the Auditorium, The Director, NEIST Jorhat considers that : (a) The performance, or the meeting as the case may be, for which permission has been granted, (i) is objectionable or, (ii) is transgressing or likely to transgress any of the Rules and Regulations relating to the use of Auditorium, or (b) The applicant booking the Auditorium has handed over the programme to the Event organisers, while the booking stands in the name of the applicant or (c) The applicant has made false statement concerning the scope and object of the meeting or performance. The Director, NEIST Jorhat shall be at liberty to cancel the permission to use the Auditorium without assigning any reason.
Programmes infringing copyright disallowed.	11. (a) No programme shall be allowed in the Auditorium which would constitute an infringement of copyright of any individual or institution. Should any such programme take place before the knowledge or infringement comes to light, the applicant infringing the copyright shall be responsible for all consequences, legal or otherwise which may follow. The Director, NEIST shall in no way be held responsible for the same. (b) The applicant shall give an undertaking in writing that the performance does not infringe the copyright law.
Validity of reservations copyright disallowed.	12. All reservation as also all receipts for all payments of charges or and dues, only when signed by the Coordinator or authorised by him to act on its behalf shall become valid.
Sub-Committee not responsible if the Auditorium not allowed.	13. The use of the Auditorium shall be available in order of reservation made in advance but for any reason, if it is not possible to allow the use thereof, The Director, NEIST shall not be responsible in any respect, and in this event, the amount standing to the credit of the Auditorium not allowed, the party shall be refunded but the applicant shall not be entitled to any damage or compensation on that account.
Charges payable for overtime.	14. If the applicant fails to return the possession of the Auditorium to the Custodian within the time specified, he shall pay such extra charges and penalty as may be determined by the Coordinator, Auditorium in its absolute discretion for the unauthorised use of the Auditorium without prejudice to the rights of NEIST to take any other action against the applicant.
Use limited to specified areas only.	15. The permission to use the Auditorium is strictly limited to the stage, the Auditorium and the necessary adjuncts thereof. It does not include access or right of user for any other part of floors of the building including foyer.
Permit non-transferable.	16. The applicant shall not transfer his permit or grant permission for user to any other person / persons for whole or any portion of the Auditorium.
Any disfigurement of Auditorium is forbidden.	17. The applicant shall not drive nails in any part of the building or furniture nor do any such acts as would spoil or disfigure the Auditorium in any way. He shall not also remove the furniture or other article and fixture from their original positions.
Nehru Centre not responsible for failure of services.	18. The Auditorium is equipped with a stage, sound and light equipment, Air-conditioning, etc., for efficient services. While every effort shall be made to maintain the service in order. NEIST shall not be responsible for any failure of breakdown or curtailment thereof.
Orderly conduct of programme binding on applicant.	19. All programmes, and proceeding of the meeting or gatherings conducted by the applicant shall be orderly and entirely lawful and strictly within the scope of the objects for which the use of the Auditorium is permitted. The applicant shall undertake all responsibility and NEIST shall in no way, be held responsible in this matter. The applicant shall ensure that no damages takes place to the property, furniture, fixtures and fittings of the Auditorium. The applicant shall make adequate arrangements of security personnel to ensure avoidance of such incidents.
No overcrowding in the Auditorium.	20. The applicant will not allow overcrowding in the Auditorium which has a seating accomodation of 250 seats inclusive of ten seats reserved for the NEIST Authorities and two seats reserved for the Authorities of the stage Performances Scrutiny Board. No more persons will be permitted in the Auditorium ever and above these fixed seats as per the order of the Security Officer.
Smoking and other nuisance forbidden.	21. Spitting, smoking committing nuisance of any kind or otherwise, making any portion of the Auditorium or furniture, walls, etc., dirty in any way is strictly prohibited and the applicant shall be responsible for the observance of these rules.
Catering inside forbidden.	22. No eatables of drinks of any kind shall be taken inside the hall or passages.
Signboard for display.	23. Not earlier than a week before the day of the use, the applicant shall be allowed to display only one signboard not exceeding 6' x 3' and one banner 12' x 3' can be displayed on the day of performance at the main entrance of NEIST Auditorium, subject to approval of the Coordinator within the Auditorium premises. One banner or other display or advertisement of any kind in connection with programme or function will be permitted within the Auditorium premises.

Badges for artists.	24. The applicant shall provide proper badges (signs) to the artists and all other person who are required to work on the stage. Only persons wearing badges shall be allowed on the stage.
Authority to enter Auditorium.	25. The Custodian, Officers and staff of the Auditorium and of NEIST connected with the Auditorium shall have full authority to enter any part of the stage or auditorium during the use of the same by the applicant.
Responsibility of applicant for all legal obligations.	26. The applicant shall be solely responsible for : (a)(i) Proper use of the Auditorium, furniture, fixture and fittings and other properties of NEIST Auditorium. (ii) Any damages that may be caused to the Auditorium, furniture, fixtures and fittings or properties of Auditorium (iii) Observance of police and Municipal Rules and Regulations in force for the time being, including non-use of the Auditorium beyond the stipulated period fixed by the concerned authorities. (iv) Payment of all taxes including Municipal Theatre Tax or any State and / or Central Government Tax/ Service Tax leviable on the performance.
Requisitioning of facilities.	27. The existing facilities of Stage, Spot-Lights, Curtains, Sound Systems, Projection facilities, etc., can be requisitioned at the time of booking of the Auditorium.
Security of the Auditorium.	28. Overall security for the Auditorium is available, however, special/additional security requirement by the applicant will have to be arranged by him at his own cost, the arrangements for which will have to be done by him with the approved security agency working at NEIST.
Fire Precautions.	29. "Under no circumstances candles, panthies, diyas, incense sticks or no such inflammable materials be allowed in the auditorium premises even if it is a part of drama or event. However, one lighting lamp would be allowed on the stage for the inaugural purpose only."
Gate Pass.	30. No material will be allowed to be taken out of the Auditorium hall without the valid gate-pass obtainable from the officer authorised by the Coordinator - Auditorium of NEIST. The applicant should ensure that all dues to NEIST have been paid and a clearance certificate obtained from the authorised officer before any material is allowed to be taken out.
Car park.	31. Parking will not be permitted within the Auditorium premises or on the road nearby, except in the car park provided exclusively for the applicants and visitors to Auditorium
Oral agreements.	32. Oral agreements become valid only after they have been confirmed in writing from both sides, i.e. the applicant and the Manager Coordinator - Auditorium of NEIST
Infringement of regulations.	33. In the event of any infringement of these regulations the Director / Authorised Officer of NESIST is entitled to close down the operation of the applicant immediately without assigning reasons.
Indemnify.	34. Every applicant holds his programmes at the Auditorium at his own risk. The applicant hereby agrees to indemnify NEIST and keep them indemnified against any legal proceedings or cost, charges, expenses and/or damages that may be suffered, incurred or borne or which may rise from any non-settlement of payments and any injury or accident caused to property used by him or by his agents, representative, contractors or employees, neither the applicant nor his agents, representatives, contractors or employees will have any claims against NEIST for damages, either for personal injury or damage to any of his property arising from negligence or default of any person of from any other cause or for any loss, sustained as a result of temporary non-availability of any of the services in the Auditorium. The applicant shall effectively indemnify NEIST from any liability whatsoever including that of any injury or harm to the visiting public arising out of the programme held at the Auditorium. The applicant shall notify his agents, representative, contractors and employees of these conditions. It is hereby agreed and understood that no right, title or interest is intended to be created nor shall it be deemed to have been created in respect of the hall area allotted to the organiser and the payment of hire charges shall be strictly in respect of the user of the hall area for specified period. Further that the user shall not be authorized to let / sublet / assign whole or part of the hall area to any other person / persons.
Inter-pretation.	35. The decision of the Coordinator, Auditorium of NEIST as regards interpretation / relaxation of the rules and regulations shall be final and binding on the applicant.

For further details

Contact	Dr J C S Katakya Scientist & Coordinator, Auditorium
	NORTH-EAST INSTITUTE OF SCIENCE & TECHNOLOGY (Formerly Regional Research Laboratory), Jorhat - 785 006, ASSAM
Phone	2370012, 2372267;
Fax:((0376) 2370011, 2370115
PABX	2370117 / 2370139-extn 2220, 2496 (off.)
Gram :	Research
Email	katakycs@rrljorhat.res.in: or director@rrljorhat.res.in
Website	http://www.rrljorhat.res.in or http://www.neist.res.in

Application Form

**APPLICATION FORM SET FOR NEIST AUDITORIUM
NORTH-EAST INSTITUTE OF SCIENCE & TECHNOLOGY**

(Formerly Regional Research Laboratory)

Jorhat - 785 006, ASSAM

Phone: 2370012, 2372267; Fax:(0376) 2370011, 2370115

E mail : katakyjcs@rrljorhat.res.in: or director@rrljorhat.res.in

Website: http://www.rrljorhat.res.in or http://www.neist.res.in

To,

The Coordinator, Auditorium.

NORTH-EAST INSTITUTE OF SCIENCE & TECHNOLOGY

(Formerly Regional Research Laboratory)

Jorhat - 785 006, ASSAM

Dear Sir,

Kindly grant me/us permission to use the NEIST Auditorium for
_____ during _____ to _____

I/We hereby agree and undertake to observe all the rules and regulations of NEIST Jorhat Auditorium and also follow all legal formalities in connection with the use of the Auditorium. I/We hereby further agree to indemnify and keep indemnified NEIST as also its officials against any costs, charges, expenses, damages, claims or demands that may be suffered, borne or be made against them in view of the use of the said Auditorium by me/us.

I/We herewith submit in cash/by Bank Demand Draft on local Bank No. _____ dt. _____ drawn on _____ OR e-payment of Rs.10,000.00 as Security Deposit per day per show.

Other payments in respect of hire charges, etc., will be paid by me/us by as per Rules.

I/We am/are aware that the decision of the Director, NEIST to accept /reject my/our application shall be final.

Yours faithfully.

Signature of Applicant

Stamp /Seal

Name

Designation:

N. B. : Demand Draft should be drawn infavour of The Director, NEIST Jorhat payable at Jorhat. Please sign on second page also.

Signature of the Applicant:

Name :

Designation :

Date :

Office Seal :

1. Name of the Organisation / Company :

2. Address & Telephone No. :

3. Applicant's Full Name :

4. Address & Telephone No. :

5. Applicant's Connection with the Organisation / Company:

6. Name of the Chairman / President /Head of the Organisation / Company :

7. Is admission free or by tickets ? :

8. Details of Company meeting or Conference or other programme giving aims and objectives
:

N. B. : The Cordinator- Auditorium, of NEIST, Jorhat must be informed about the final details of the programme 1 month before the performance.