

Rasika Ranjani Sabha (Regd.) Estd.1929

30/1 Sundareswarar Street, Mylapore, Chennai – 600 004. Phone : 2464 1767

E-mail : rasikaranjanisabha1929@gmail.com / Website : www.rrsabha.org

Terms & Conditions of Auditorium – 2 KAMAKOTI TRIVENI SRI CHANDRASEKRENDRA SARASWATI HALL

1. Parties using the hall are requested to adhere to the terms and conditions as stipulated below.
2. Parties to Comply with all the legal provisions existing as on the date of programme, Notifications required Licenses, etc.,
3. Parties in no way derogate from the objects and purposes of the Sabha being a society constituted under the Registrar of Societies Act, Tamil Nadu.
4. The programme should be of non-political nature, should not be derogatory or offend the public interests/ religious sentiments of any section of the society.
5. Parties will be held responsible any civil/criminal offences and liable financially for non – Observance / adherence thereof.
6. Parties, wherever applicable, must produce the permission obtained from the police authorities a day prior to date of programme.
1. **Subject to aforesaid overriding conditions, the following Rules and Regulations shall apply for the use of the Hall.**
- 1) Parties to submit the duly filled application. (Refer Annexure A)
- 2) Parties to ensure the correctness of the information furnished in the application.
- 3) Parties shall submit the application, generally three months prior to the date of the programme.
- 4) Transfer of the dates booked by a party to any other third party, will not be entertained by the Sabha under any circumstances.
- 5) Sabha reserves the right to reject an application without assigning any reason and also to cancel any allotment already made, not later than seven clear days before the date of engagement, exclusive of the date of notice and date of engagement.
- 6) **The tariff , other rates if any and conditions applicable from time to time shall be treated as part and parcel of these terms and conditions. (Refer Annexure B)**
- 7) **Any revision in tariff will be payable from the date it takes effect even though prior booking has been made at the old rates.**
- 8) Preparations for the performances like stage setting etc. will be allowed two hours in advance on the day of performance,.
- 9) Sabha premises will not be made available for any sage setting or arrangements during the night hours.
- 10) In case the stage setting or decorations are likely to take more than 2 hours, the tariff as in Annexure B will be applicable.
- 11) **For removal of settings – 2 hours after the programme or booking hours whichever is later will be allowed. If it takes beyond 2 hours, the tariff in Annexure B will be applicable.**
- 12) Ten Seats are reserved for the office bearers / Governing body members of the Sabha -'A' Row Seat Nos 19 to 28. Entry passes if any to be handed over to the Sabha office at least 3 days in advance.
- 13) Parties must share a copy of all advertisements for the perusal of the Sabha authorities, well in advance.
- 14) Parties to display such advertisements at the designated places only.
- 15) Sale of Tickets will be allowed in the Sabha premises one week prior to the date of performance.
- 16) Sabha will not involve in the sale of ticket.
- 17) Distribution of notices relating to the performance in the Sabha premises will be allowed only on the day of performance.
- 18) Display of any other banner or advertising material will attract additional charge. (Refer Annexure – B)
- 19) Erection of Heavy / Elaborate sets or equipments on stage or in the auditorium will not be permitted. In any case special sets will require Sabha's prior permission.
- 20) Parties engaging the auditorium should maintain in good condition, as given by the sabha.
- 21) The floors and walls of the auditorium and the stage should not be damaged, disfigured or discolored in any manner. Any damage done to the auditorium, furniture, fixtures, fans, lighting etc, during the party's occupancy (whether by their own men or the artistes or the audience or others) must be made good by the party.
- 22) In any such event, the cost of repairs and /or replacements as the case may be, demanded by the Sabha shall be payable by the party. This may include some opportunity costs arising out of the nature of the damage.
- 23) The accommodation shall not be increased beyond what is provided in the auditorium and no extra seats shall be provided.
- 24) Parties will make use of the Audio (Annexure C) lights (Annexure B) System in the Auditorium. If any additional lights / facilities are required they will be provided at additional cost by the Sabha. In exceptional circumstance Sabha may permit an outside agency to provide the additional facilities but only after prior intimation and approval. **All the lights brought from outside should be installed with safety chain / sling. In case of any mishap due to outside light the Hall hirer shall be responsible and shall fully indemnify the Sabha.**

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the show in case of violation of any of the above without refund of any advance or show charges.

- 25) a) Smoking, chewing, spitting in the entire premises and stage, committing nuisance and use of inflammable materials are strictly prohibited.
b) Consumption of alcoholic liquor anywhere in the premises is strictly prohibited.
c) No drinks or eatables are permitted inside the auditorium.
d) No sale of eatable, refreshments, beverages is allowed in the Sabha other than the authorized Noshery.
e) No cooking of food is permitted in the premises. Any requirement of food can be availed only through our eateries (Noshery) or restaurant functioning in the Sabha.
- 26) Display or distribution of articles either by the party or his agent to the members of the audience in the auditorium free of cost or at a sale price which may amount to advertisement is forbidden.
- 27) No one will be permitted to stay in the premises in the night other than the authorized.
- 28) The Sabha should not be used as a storage space for outside materials. Delay in the removal of the material will attract additional levies. All materials of the parties stored in the Sabha will be at parties' risk.
- 29) Using of mobile phones inside the auditorium during the performance is prohibited. **The Sabha office phone should not be used or its numbers given in the advertisement of the performance.**
- 30) The auditorium is air-conditioned and also provided with Lifts Generator and Staircase Lift. But the Sabha does not hold itself responsible for failure of the air-conditioning or breakdown of lift or power connection for reasons beyond its control.
- 31) Safety: Parties must ensure that a volunteer is posted at every door so that in an emergency the doors can be opened immediately for the people inside to go out quickly and in an orderly manner.
- 32) There must be no interference with the Manager or any person deputed by the Sabha or with the employees attached to the auditorium in the discharge of their duties. They shall at all times, have the right of free access to all parts of the stage and the auditorium.
- 33) No tips need be paid to any employee of the Sabha. Kindly inform the management in case any employee solicits any tips.
- 34) Parking facilities are available for car and two wheelers inside the Sabha's compound. The vehicles are however parked only at the owner's risk. The Sabha does not take any responsibility for loss or damage to the vehicles. Parties shall co-ordinate with the Traffic Police authorities in case a large number of vehicles are expected for the programme.
- 35) For any additional facilities, such as, Valet Parking, Extra Security, Housekeeping & Doormen, please contact the Manager.
- 36) Parties will ensure strict compliance of the above terms and conditions. The management will have the right to stop / suspend

