

R/691(A)/2025

Date: 03/07/2025

**Procedure for booking of Auditorium, Classrooms, Lecture Halls, Dining Hall, Pantry area, Ground Floor Lounge area, etc. at the UAC, Main Campus & Centenary Campus of Bose Institute, Kolkata**

**1. Booking:**

Booking should be made, preferably at least 10 working days in advance of the date of the event to be organised by the party, against 100% advance payment as per the invoice generated by Bose Institute (including GST + Security deposit). Booking will be done, subject to availability.

**2. Timings:**

- a. The Auditorium, Classrooms, Lecture Halls, Dining Hall, Pantry area, Ground Floor Lounge, etc., will be rented from 9.00 am to 6.00 pm (9 hours for a full day or 5 hours for a half day, the organiser may choose a time slot for 5 hours as per their requirement). However, the booking can be made for a maximum of 11 hours, subject to payment of extra charges depending on the type of facility being rented out, as per the rate chart, not exceeding 8.00 pm.
- b. All activities must conclude, and the premises must be vacated strictly by 8:00 PM.
- c. Rent for booking of facilities exceeding 5 hours will be charged for 9 hours.
- d. In case any booking exceeds the rental schedule of 9 hours, the party will be charged extra, at the per-hour rate as per the rate chart (subject to a maximum limit of 11 hrs. per day).

**3. Inclusion & Exclusion of Facilities:**

The rental charges include the use of an air-conditioned auditorium (including green room), sound & light arrangements, generator support, dias accessories (table, curtains, podium), sound equipment, cordless mic, spotlights, projector, lights, audio-video room, space for reception, etc., limited free parking in the designated parking area (based on availability), water, electricity, security staff, janitors, public address system operator, and electrician.

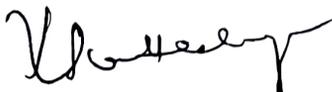
While every effort shall be made to maintain the services in order, Bose Institute shall not be responsible for any failure on account of breakdown or curtailment thereof. The Institute will not be liable for any loss if the party cannot use the auditorium due to electricity failure, generator breakdown, or any other unforeseen event beyond the control of the Institute.

Food and beverages are strictly prohibited within the Auditorium, Classrooms, Lecture Halls, Ground Floor Lounge, etc.

**4. Facilities Usage:**

1. Bose Institute Auditorium/Classrooms/Lecture Halls/Dining Hall/Pantry area/Ground Floor Lounge etc. will be permitted to be used by Government / Private organizations, Companies, Colleges, Schools, Individuals etc. for conferences / seminars / meetings / training on such days and at such time, when it is not required for use by Bose Institute and on such terms and conditions as prescribed from time to time by the competent authority of Bose Institute.
2. Organizers will submit the complete program details of number of participants, space requirement, and the program to be organized on the Institute's campus, at the time of booking request, for necessary approval. The performance of Qawwalis, orchestras, fashion shows, beauty contests, religious and political events, reality shows, audition events, etc., is strictly prohibited in the auditorium. Bose Institute reserves the right to approve or disapprove any application based on the program details.
3. The car parking facility will be provided at the designated parking area of the UAC by the Institute as per the following criteria:

Space booking	Free-of-charge car parking	Chargeable parking rates/day (in Rs.)
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Auditorium + Dining space	10 nos.	100/- per car, maximum up to 50 cars including free parking
Auditorium	10 nos.	100/- per car, maximum up to 50 cars including free parking
Lecture Hall	2 nos. per lecture hall	100/- per car, maximum up to 50 cars including free parking
Classrooms	1 no. per classroom	100/- per car, maximum up to 50 cars including free parking

### 5. Cancellation Rules:

All bookings need to be done at least 10 working days in advance. 100% payment against booking charges + GST + Security deposit to be deposited with Bose Institute within 5 days from the date of issuance of the booking confirmation by the Institute.

For booking cancellations, the organizer must notify the Institute at least 3 working days before the scheduled event date. The Institute will refund 50% of the total booking amount, excluding GST. After this period, the Institute will not refund any amount.

### 6. Terms & Conditions:

- i. Booking Confirmation: Bookings of the facilities will be confirmed only after receipt of full payment and security deposit, and GST in advance.
- ii. Damage Liability: Organizers are liable for any damage to the Institute property. Costs will be deducted from the security deposit of the organiser.
- iii. Security Deposit Refund: Refunds will be processed within 15 working days post-event, subject to inspection.
- iv. Parking and Traffic Management: Prior intimation is required for the expected number of vehicles. Limited parking is permitted in designated areas only, subject to availability.
- v. Material Movement: All equipment must be recorded at security checkpoints during entry and exit. Movement of materials should occur during daylight hours only.
- vi. VIP Attendance: Prior notice is required for attendance of VIPs/VVIPs, along with protocol communication (if applicable).
- vii. Decoration and Setup: Will be arranged by the organisers at their own cost, with prior approval in writing from the Institute's authorities for decorations. Alteration in any of the permanent structures/painting on the walls/any other damage to the Institute property will not be allowed.
- viii. Lift Usage: Lifts are to be used only by passengers, not for transporting equipment.
- ix. Security Compliance: Organizers must follow all safety protocols and cooperate with Institute security personnel.
- x. Institutional Rights: Bose Institute reserves the right to modify or add conditions as necessary for safety and operational reasons.
- xi. Facilities Usage: Facilities are provided on an "as-is-where-is" basis. No structural changes are allowed. No relocation of infrastructures/fixtures/fittings, etc. will be allowed.
- xii. Priority Use: Bookings are allotted on a "first-come, first-serve" basis. However, Institute events will take precedence.
- xiii. Point of Contact: A single point of contact must be designated by the organizer, along with a valid mobile number.
- xiv. Prohibited Uses: Facilities will not be available for religious or political purposes.
- xv. Police Permission: If required, organizers must obtain permission from local authorities and ensure law and order.
- xvi. Children's Supervision: Children under 12 years must be accompanied by an adult at all times.
- xvii. Loss/Damage of Property: Bose Institute shall not be held responsible for any damage/loss to organizers' belongings or equipment.
- xviii. Emergency Protocol: Organizers are fully responsible for handling any accidents, medical emergencies, or incidents during the event. In case of emergency the premises must be vacated, if instructed by the authority.

  
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- xix. Security Identification: Organizers must appoint representatives to verify invited guests and prevent unauthorized entry.
- xx. Noise Control: Loud music or noise must not disturb the campus environment. Strictly adhere to the allotted time slot.
- xxi. Any violation of the terms & conditions will be the sole responsibility of the organizer.

**DO's:**

1. Use designated spaces for posters and banners.
2. Ensure proper conduct and discipline of guests and participants.
3. Maintain cleanliness and sanctity of the institution.

**DON'Ts:**

1. Spitting, smoking, drinking liquor, committing nuisance of any kind or otherwise making any portion of the Auditorium, Classrooms, Lecture Halls, Dining Hall, Pantry area, Ground Floor Lounge area or furniture walls, etc. dirty in any way is strictly prohibited and the applicant shall be responsible for the observance of these rules. Spitting on walls/floors, rooms, or any surrounding area of Bose Institute is prohibited, and a fine of Rs. 1000/- per incident will be charged from the organizers.
2. Fireworks, open flames, and inflammable substances are not allowed. Only electric lamps may be used for ceremonial activities.
3. Guests should stay within the event area. Unauthorized access to other parts of the Institute is prohibited.
4. Do not bring arms, ammunition, or inflammable items on the Institute's campus.
3. Do not damage or vandalize property such as seats and carpets.
4. Do not paste posters or banners directly on walls.
5. Do not stand on auditorium seating.
6. Do not park in front of the entrance gates.
7. Do not overcrowd the venue.
8. Do not use fireworks within the premises.
9. Consumption of alcohol is strictly prohibited and is a punishable offense.

**7. Force Majeure:**

***Bose Institute will not be liable for interruptions due to unforeseen circumstances like power outages, generator failure, strikes, fire, natural disasters, or other force majeure events and circumstances that are beyond the control of the Institute.***

**8. Right of booking cancellation:**

The Bose Institute reserves the right to revoke any previously granted permission to an applicant or organizer at any time, without assigning any reason thereof. In such cases, the applicant will receive refund of any payments made, without interest. The applicant will not be entitled to claim any monetary loss/damages or compensation due to the cancellation.

**9. Contact details of Bose Institute's officials:**

- i) Housekeeping – Mr. Supriya Das, Overseer (9831254220)
- ii) Electrical/Audio-visual – Mr. Raju Ch. Paul, Workshop Supdt. (9051989529)
- iii) Internet service – Mr. Arjun Das, Sr. Technical Assistant (8902783543)
- iv) Security – Mr. Tarun Maji (9231951200)



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