



BOSE INSTITUTE
KOLKATA

R/ 1521 /2019

04 SEP 2019
Date: 02.09.2019

ORDER

This is to notify that the Booking Rules of the Auditorium / Seminar Rooms / Lecture Rooms of Unified Academic Campus, of Main Campus and Centenary Campus of Bose Institute along with Do's & Don'ts are attached for strict compliance.

This issues in concurrence with the Director, Bose Institute.

Anup Kumar Misra
(Prof. Anup Kumar Misra)
Registrar (Officiating)
4/9/19
Adh

Distribution:

1. The Director, BI – for kind information
2. All Chairmen / Heads / In-charge of all Departments / Divisions / Sections
3. In-charge CAPSS / MEF / FEF/ Darjeeling / CIF
4. Librarian
5. Dy. Registrar
6. Mr. Sougato Banerjee (A.R.-I) / A.O. / A & F.O. / Workshop Supdt. / A.O. (Cash)
7. Mr. Tarun Maji (A.R.) / Mr. Supriya Das (T.O.)
8. Director's Office / Registrar's Office / Accounts Section
9. BDC File / Master File

Booking rules for auditoriums, Seminar Rooms and Lecture Rooms of Unified Academic campus, Main Campus and Centenary Campus of Bose Institute, Kolkata

1. The Auditorium will be given on rent any ten hours between 8 AM to 10 PM. The auditorium and the premises of the Institute to be vacated in any case by 10:00 PM.
2. Booking should be made preferably prior to at least one calendar month in advance against 100% payment plus all taxes as applicable. Booking of halls will be subject to availability.
3. The Charges include the use of air-conditioned Auditorium, Green rooms, Sound and light arrangements, Generator support, Auditorium Chairs, Dias accessories (tables, curtains, podium), sound equipment's, cordless mike, collar mike, spot lights, projector, lights, audio-video room, space for reception etc., Limited free parking based on availability, water charges, electric charges and security staff/cleaning personnel/public address system operator/ electrician. While every effort shall be made to maintain the service in order, Bose Institute shall not be responsible for any failure on account of breakdown or curtailment thereof. Bose Institute will not be liable for any loss, if the party cannot use the auditorium due to failure of electricity, generator, riot, fire, strike, earthquake, an act of war or an act of God.
4. Bose Institute shall have the authority at any time to cancel the permission already granted to any applicant without assigning any reason thereof, 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.
5. Food and beverages are strictly prohibited within the auditorium.
6. Bose Institute Auditorium 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 said Committee.
7. Organizers will submit entire program details while applying for booking of the said auditorium for necessary approval. **Performance of Qawalies, Orchestras, Fashion Shows, Beauty Contest, religious and political events, reality show, audition event, etc. are strictly prohibited at Auditorium. Bose Institute reserves the right to approve or disapprove any application based on the program details.**
8. Spitting, smoking, drinking liquor, 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. Spitting on walls/ floors, rooms or any surrounding area of Bose Institute is strictly prohibited & fine of Rs 1000 per incidence will be charged from the organizers.

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9. No program shall be allowed in the Auditorium which would constitute an infringement of copyright of any individual or institution. If any such program 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. Bose Institute shall in no way be held responsible for the same. The applicant shall give an undertaking in writing that the performance does not infringe the copyright and /trademarks law. It is obligatory for those renting Bose Institute venues for programme, to secure the necessary clearances/no objection permits, so that intellectual property rights are not violated. Bose Institute will not be held responsible in case of any such violation.

10. The applicant shall make his own arrangement for the insurance cover for all types of risks for his own and third parties' property and life. Bose Institute does not accept any responsibility for any loss or damages to the property and life in whatsoever manner of any liability towards the applicant or third parties.

11. Cancellation rules: All the booking needs to be done 30 days in advance. The committee further decided that 100% booking charges for Auditorium along with GST (as applicable) should be deposited in Bose Institute account in advance within 7 working days from the issuance of the booking order.

If the booking is cancelled by the Organizer, 50% of the total booking amount excluding GST will be refunded by the Institute if the same is intimated by the organizer 15days in advance i.e. 15days from the date of event. No refund will be done after that.

Calculation of refund will only be done on the Basic Amount.

Refund will be admissible only upon production of the original reservation slip.

For calculation of above days, the date of programme and the date of cancellation will not be counted. *In the event of non-receipt of required permission/clearance, Bose Institute reserves the right to cancel the allotment of booking and in such case the advance payment deposited with Bose Institute shall stand forfeited.*

R.A.

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