

Kendriya Vidyalaya No.2

Near APS Colony

Gurgaon Road

Delhi Cantt-110010

Tel :- 011-25699502

E-mail:-

drsrkvsauditorium@yahoo.com

केन्द्रीय विद्यालय संगठन

**Dr. S R KVS AUDITORIUM**  
**AGREEMENT FORM**

Dr. S R KVS Auditorium  
Kendriya Vidyalaya No.2  
Delhi Cantt-110010

**BOOKING OF Dr S R KVS AUDITORIUM**

Dear Sir,

1. I/We have read the terms and conditions of booking of the KVS auditorium and request booking for my/our function as per the following details:-
  - (a) Name of party : .....
  - (b) Nature of function : .....
  - (c) Date : .....
  - (d) Time: ..... From..... To.....
  - (e) Chief Guest : .....
  - (f) No. of people/participants : .....
  - (g) No. of vehicles expected : .....
  
2. I/We also accept the following additional terms and conditions of booking of the KVS auditorium:-
  - (a) Extra charges have to pay for Foyer/VIP rooms, if required.
  - (b) Auditorium premises are to be vacated in all respect immediately after programme.
  - (c) No eatables helmets, briefcase is allowed inside auditorium.
  - (d) Serving of liquor and paan is strictly prohibited.
  - (e) Bursting of crackers and fire display is strictly prohibited.
  - (f) Erection of any shamiana, tent, kanat and digging in the auditorium campus is prohibited.
  - (g) A representative of the party booking of the auditorium is to take over the premises before the function. The premises are to be handed over and damages if any, dully signed after the function is over.
  - (h) Foreign Nationals are permitted inside the KVS auditorium only with prior permission, details of foreigners if any, attending the function are to be submitted to the auditorium at least ten days in advance and must be included the Name, Passport No. Nationality and local address of the foreigner.
  - (i) The amount of losses/damage if any shall be determined by the management, whose decision shall be final.
  - (j) No additional chairs will be allowed to be placed in the auditorium by the hiring party and the hiring party shall ensure that in no case the entry of persons should exceed the capacity of 757.
  - (k) KVS shall not be liable for refund of hire charges or any other loss incurred by the hiring party if they are unable to use the auditorium due to non-production of performance license , NOC/ Casual license failure of electricity, fire, strike, earthquake, flood or act of war for any circumstances beyond the control of hiring party
  - (l) KVS reserves the right to refuse/cancel the booking of the auditorium to any party without assigning any reason.
  - (m) Request for reservation of the auditorium shall be made only with the full payment of all charges and security deposit at the time of booking through bank draft/pay order in favour of “ Dr S R KVS Auditorium ” and payable at New Delhi.

- (n) Refund of Security Deposit will be made through crossed cheque on written request after adjustment of dues, loss/damage to the property of the auditorium, if any. Security Deposit not claimed within three years from the date of booking shall be forfeited.
- (o) Inflammable substances/open fire/smoke effect etc. will not be allowed within the premises of the Auditorium or green room or other rooms.
- (p) Weapons of any kind will not be allowed within premises of the auditorium.
- (q) Smoking, drinking/eating is strictly prohibited inside the Auditorium. No food packets, water bottle is not allowed inside Auditorium. The party hiring the Auditorium will ensure that the restriction is strictly adhered to.
- (r) No liquor or any intoxicating/toxic substances will be allowed within the premises of the Auditorium.
- (s) No party will be allowed to handle the auditorium properties without the consent of the In-charge of the Auditorium. Inserting nails on the stage/Podium/Dias etc. or in the inner/outer walls of the auditorium complex and use of any type of adhesive tape at walls or other places is strictly prohibited.
- (t) KVS will not be responsible for any losses/damage to the property of party used in the function or kept in the Auditorium premises.
- (u) Posters, banners, publicity material will be allowed to be displayed only at the specified place provided for the purpose and with prior permission of the In-charge.
- (v) No extra lights will be provided for in or outside the premises of the Auditorium.
- (w) Any change addition or amendments on the rule made by KVS will be binding on the party hiring the Auditorium. The decision of the KVS for the interpretation of the terms and conditions given as above will be final and binding.
- (x) Cooking is not allowed within the premises of the auditorium.
- (y) Refund of security cheque will be made only in the name of booking Agency/Name.
- (z) In the event of any cancellation/postponement sought by the hiring party, charges levied will be as follows:-

S.No.	Advance Notice (Time before the programme)		Cancellation/Postponement Charges
1.	3 months before the show	(91 days & above)	10%
2.	2 months before the show	(61 days to 90 days)	15%
3.	1 month before the show	(31 days to 60 days)	25%
4.	15 days before the show	(16 days to 30 days)	50%
5.	7 days before the show	(8 days to 15 days)	75%
6.	3 days before the show	(4 days to 7 days)	80%
7.	Less than 3 days before the show	.....	90%

Postponement will however be agreed only if the fresh date is available. Also, in case of postponement, service tax once deposited will not be returned back. I have read and understood the terms and condition of the use of the KVS auditorium and agreed to abide by them.

Yours faithfully

Office Stamp

Date:-

Signature :.....  
 Name :.....  
 Designation :.....  
 Address :.....  
 .....  
 Tele No. (O) :.....  
 (R) :.....  
 (Mob) :.....

# Dr S R KVS Auditorium

## General Rules for Auditorium Booking

1. For booking of Dr S R KVS Auditorium it is required to submit a written application on letter head/pad addressing to Dr S R KVS Auditorium, Kendriya Vidyalaya No. 2 Delhi Cantt giving details of booking date, time, and details of Demand Draft number, date, name of bank and amount in favour of "Dr S R KVS Auditorium".
2. Payment option is **Demand Draft Only**.
3. During booking it is required to sign an agreement of terms and conditions provided by Auditorium Management.
4. The auditorium may be booked in advance for any department, school, college and agency subject to the availability of the auditorium.
5. Booking charges may be paid with security money in advance by crossed Demand Draft in favour of "Dr S R KVS Auditorium" as under:

### **I. For 04 Hours:-**

<b>Particulars</b>	<b>Amount (₹)</b>	
Rent – Auditorium	50,000	
Foyer (02 Nos.)	12,000	
VIP Room (01 No.)	6,000	
<b>Subtotal</b>		<b>68,000</b>
GST @ 18%	12,240	
Security Deposit	25,000	
<b>GRAND TOTAL</b>		<b>₹ 1,05,240</b>

### **II. For 06 Hours:-**

	<b>Amount (₹)</b>	
Rent – Auditorium	70,000	
Foyer (02 Nos.)	12,000	
VIP Room (01 No.)	6,000	
<b>Subtotal</b>		<b>88,000</b>
GST @ 18%	15,840	
Security Deposit	35,000	
<b>GRAND TOTAL</b>		<b>₹ 1,38,840</b>

### **III. For 08 Hours:-**

	<b>Amount (₹)</b>	
Rent – Auditorium	90,000	
Foyer (02 Nos.)	12,000	
VIP Room (01 No.)	6,000	
<b>Subtotal</b>		<b>1,08,000</b>
GST @ 18%	19,440	
Security Deposit	45,000	
<b>GRAND TOTAL</b>		<b>₹ 1,72,440</b>

**IV. For 10 Hours:-**

	Amount (₹)	
Rent – Auditorium	1,10,000	
Foyer (02 Nos.)	12,000	
VIP Room (01 No.)	6,000	
<b>Subtotal</b>		<b>1,28,000</b>
GST @ 18%	23,040	
Security Deposit	55,000	
<b>GRAND TOTAL</b>		<b>₹ 2,06,040</b>

**V. For 12 Hours:-**

	Amount (₹)	
Rent – Auditorium	1,30,000	
Foyer (02 Nos.)	12,000	
VIP Room (01 No.)	6,000	
<b>Subtotal</b>		<b>1,48,000</b>
GST @ 18%	26,640	
Security Deposit	65,000	
<b>GRAND TOTAL</b>		<b>₹ 2,39,640</b>

6. If the programme exceeds more than booking time, it will be chargeable @ Rs. 11,800/- per hour for maximum two hours subject to the availability of the auditorium only & after 2 hours security deposit will be forfeited.
7. In special circumstances on the request of the hiring party, they may be allowed for tent in a place adjacent to A.C. Plant with additional charges of Rs. 4,720/- (including GST @18%). (4000+720 GST).
8. The preparation time and winding up/dismantling time will also include the booking time.
9. In case of power failure our sound system, projector is not disturbed as these are connected to UPS but stage light goes off. Although Generator of 630 KVA is provided for the same but it takes two minutes to resupply electricity.
10. For refund of security money it is required to submit an written application addressing to The Dr S R KVS Kendriya Vidyalaya No.2 Delhi Cantt giving reference of his/her programme. The security money shall be returned subject to no damage during the programme after one month w.e.f. date of security money refund application received.
11. To collect the cheque of security money it is required to bring letter pad or printed receipt of concerned firm/company/institution and revenue stamp of one rupee in between from 10 am to 3 pm in any working day.
12. If security money is not taken back within three years shall be forfeited.
13. Sound system (podium mice-02, cordless mice-02, corded mice-06) is included in the booking. Projector is also included in the booking.
14. Eatables, soft drinks, cold drinks, chewing-gums are not allowed in the auditorium.
15. Smoking/consumption of tobacco is not permitted in the auditorium area.
16. Until full booking amount is received. The booking of auditorium may not be confirmed.

17. It is compulsory to take NOC from the DCP Office Vasant Vihar and the original copy of the NOC must be deposited in the Auditorium at least two days before the programme.
18. The hiring party must ensure that COVID-19 protocols such as vaccination of participants & audience, Mask, Sanitizer & Social Distancing. Anyone found violating the protocols, action may be taken against as per DDMA guidelines.
19. The availability of hall & gathering is subject to the limitations as per DDMA guidelines on the date of booking.

I have read and understood above rules of the booking and use of the KVS auditorium and agreed to abide by them.

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Office Stamp

Date:-