



Hoover Auditorium Booking Form



Company Name & Address		Contact Person			
		Contact Number			
		Fax Number			
		Email Address			
Event Title		Booking Date			
		Booking for 2hour/4hour/8hour (Please tick)	2-hour Block	4-hour Block	8-hour Block
Organizer Name		Booking Time (Including setup & Dismantling)	From To		
		No. of Persons Expected			

Payment Terms & Conditions

1. Booking are subject to availability and confirmation in writing. Bookings are non-transferrable.
2. Bookings are submitted at least 15 days before the event.
3. Minimum booking of 2 hours (consecutive) block is required.
4. The Faculty of Medicine reserves the right to reject or cancel any bookings by giving at least 3 days' notice.
5. Booking time has to include setup and dismantling time. Auditorium will only be opened **45minutes** prior to booked time and to be vacated within **45 minutes** after the even
6. An additional service charge is applicable for the total booking cost, depending on the package selected and whether the event is on a working day during office hours OR on a working day after office hours, weekend and public holiday.
7. The Auditorium will be booked only for 2- hour/4hour / 8-hour blocks. Additional hours may be granted if available and extra charges will be added.
8. **No food, drinks and smoking are permitted at all times** in the Auditorium. Lighting the oil lamp inside the Auditorium also not permitted.
9. A refundable deposit (30% of the total amount) has to be paid upon receiving the confirmation of event from the Faculty of Medicine, to secure the slot. The total cost for the event has to be paid at least 5 working days before the event. If the payment is made by a cheque, it must be payable to "Faculty of Medicine" or pay by cash to the Shroff counter during working days from 8.00 am to 3.00pm. Faculty of Medicine reserves the right not open the premises for use, if the payment is not made as mentioned above.
10. A cancellation of an event can be done, but shall be charged as mentioned below.

15 days or more before the event	Nil
Within 7days for the event	The refundable deposit (30% of the total amount will not be refunded.

11. A change of date or time for an event shall be allowed once, subject to availability and an administrative charge of 10% of the total cost is payable.
12. The organizing party must agree with all kinds of rules, terms and conditions provided in the Guidelines for Booking the Auditorium

Declaration: We agree to abide by all rules, terms & conditions			
Signature		Company Stamp (Company stamp of the Company making the booking)	
Name			
Designation		Date	

Hoover Auditorium Booking

FormEQUIPMENT REQUEST CHECKLIST

Package 1						
COMPLIMENTARY EQUIPMENT WITH AUDITORIUM BOOKING						
Tick	Item	Qty		Tick	Item	Qty
	Digital Podium with Computer Interface	1			Multimedia Projector & Motorized Screen (30’')	1
	Gooseneck Microphone	2			TOA Left/Right Array Sound System (Fixed)	1
	Wireless Handheld Microphone	2			Laptop	1
	Wireless Clip-On	1			Stage Audio Monitors (Left & Right)Behridger	2
	Stage Air Condition Units	2			DUNHAMBUSH Central Air Con. Units (Below 26db)	2

Hoover Auditorium Charges			
Package Type	2-hour Block	4-hour Block	8-hour Block
Package 1	80000.00	120,000.00	200,000.00

ADDITIONAL EQUIPMENT & SERVICES (CHARGEABLE)			
Tick	Item	Price	Remarks
	Additional Projector & Screen	Rs. 5,000/- per day	Not integrated to the main system
	Power Backup	Per Hour 10,000.00	
	For Rehearsal (4 hours with air conditioning)	Rs. 24,000/-	For additional hour-Rs. 4,000/-
	For Rehearsal (4hours without air conditioning)	Rs. 10,000/-	For additional hour-Rs. 2,000/-
	Lighting Lamp (1)	Rs. 3,000/- per event	
	Niraikudam Set	Rs.2000/-per event	
	Zoom camera	Rs.3000/-per event	

PERFORMA INVOICE

Hoover Auditorium

Package	Discount (If Applicable)	Duration	Charge for Additional Hours (If required) (Rs.)	Service Charge (Rs.)	Total Cost (Rs.)

Hoover Additional Equipment

Item	Cost (If required) (Rs.)
Additional Projector & Screen	
Red Carpet for the Stage	
Power Backup	
For Rehearsal (4 hours with air conditioning)	
For Rehearsal (4hours without air conditioning)	
Lighting Lamp (1)	
Niraikudam Set	
Zoom camera	
Total Cost	

TOTAL COST

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REFUNDABLE DEPOSIT (30% of the Total Cost)

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Acknowledged by Customer	Recommended by Deputy Registrar/Faculty of Medicine	Approved by Dean/Faculty of Medicine