



## CTRB Auditorium Booking Form



<b>Company Name &amp; Address</b>		<b>Contact Person</b>			
		<b>Contact Number</b>			
		<b>Fax Number</b>			
		<b>Email Address</b>			
<b>Event Title</b>		<b>Booking Date</b>			
		<b>Booking for 2hour/4hour/8hour</b> (Please tick)	<b>2-hour Block</b>	<b>4-hour Block</b>	<b>8-hour Block</b>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Organizer Name</b>		<b>Booking Time</b> (Including setup & Dismantling)	<b>From</b>	<b>To</b>	
		<b>No. of Persons Expected</b>			

### Payment Terms & Conditions

**General terms of the Auditorium of the CTRB and the adjoining facilities located at the 8<sup>th</sup> floor hereinafter mentioned as the facility**

1. Reservations shall be made through the dean's office by completing the booking form provided in full at least one week in advance of the date of requirement of the facility.
2. The Dean of the Faculty or AR/SAR/DR of the faculty reserves the right to grant permission to use the facility subject to availability of the facility and considering the nature of the request.
3. In circumstances where decision need input from the academic staff, the dean shall obtain the opinion of the members of the Faculty Board before granting permission.
4. Decision regarding the availability and permission for the use of this facility shall be communicated within three working days through email.
5. Reservations of the facility is generally not cancelled. However, the Dean of the Faculty reserves the right to cancel a reservation at short notice under exceptional circumstances.
6. Please note that the parking area is not included in the above-mentioned package.
7. If the facility is allowed to be used free of charge or incurring only the operating cost, dean shall obtain the opinion and consensus of the Faculty Board before a final decision.

### **Payment**

1. Full payment including an amount of reimbursable deposit shall be made at least 7 days in advance for the usage of the facility.
2. The deposit shall be reimbursed within 21 working days after the day of conclusion of the event.

### **Demurrages and housekeeping.**

1. The consumption of food and drinks is strictly not allowed within the facility and may be allowed in designated areas of the facility with prior permission. Further consumption of any form of alcoholic, recreation drinks and smoking are completely prohibited in the CTRB including the facility used.
2. After reserving the facility, a copy of the programme should be handed over to the Dean's office at least two days prior to the programme.
3. The organizers should ensure that the participants do not disturb the academic and administrative activities of the CTRB.
4. The organizers should ensure that no items are pasted or fixed either within or outside the facility.
5. The organizers must ensure that no damage is caused to the equipment and other items of the facility.
6. If any distinguished or special guests participate in the programme, the organizers shall indicate it on the application form and are responsible for their security arrangements.
7. Basic audio-visual equipment are already installed in the facility and equipment for such purpose cannot be brought in from outside.
8. If special equipment are to be brought in from outside the organizers shall request such by writing to the dean who reserves the right to decline.
9. The Faculty of Medicine reserves the right to assign one or more officers to observe or inspect the activities in the auditorium when necessary.
10. At least one copy of the books or publications distributed or sold to the participants of the programme must be handed over to the officer in charge of the auditorium when required, prior to the programme.
11. If the reservation of the auditorium is cancelled at the request of the applicant, it should be informed in writing to the Dean, Faculty of Medicine, at least 7 working days in advance. In such cases, 25% of the payment is retained and the balance is refunded to the applicant.
12. In the event of any damages incurred to the facility it shall be retained from the refundable deposit.

Please note that the parking area is not included in the above-mentioned package.

I agree to the above terms and conditions of the Faculty of Medicine for the usage of the Auditorium of the CTRB and the adjoining facilities located at the 8th floor.

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

1. 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.
2. 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	
T.P No		Identity Card Number	

### **EQUIPMENT REQUEST CHECKLIST**

Package 1						
COMPLIMENTARY EQUIPMENT WITH AUDITORIUM BOOKING						
Tick	Item	Qty		Tick	Item	Qty
	Podium	1			Multimedia Projector & Screen (30’')	1
	Gooseneck Microphone	2			EV Powered Line Array System (Fixed)	4
	Wireless Handheld Microphone	2			Laptop	1
	Wireless Clip-On	2			Stage Powered Audio Monitors (Left & Right) JBL	2
	Fully Air-conditions				Sound craft digital mixer 24 Channel with apple I Pad	1

Package Type	2-hour Block	4-hour Block	8-hour Block
Package 1	70,000.00	100,000.00	160,000.00

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**

**CTRB Block**  
**Auditorium**

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

**CTRB Auditorium Additional Equipment**

Item	Cost (If required) (Rs.)
Additional Projector & Screen	
Power Backup	
For Rehearsal (4 hours with air conditioning)	
For Rehearsal (4hours without air conditioning)	
Lighting Lamp (1)	
Niraikudam Set	
Zoom camera	
<b>Total Cost</b>	

**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