

R/ 893 /2025

Date: 01 AUG 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:

Preferably, booking should be made 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).

2. Timings:

- a. The auditorium, classrooms, lecture halls, dining hall, pantry area, ground floor lounge, etc., may be rented between 9.00 AM to 6.00 PM, 9 hours for a full day or 5 hours for a half day. For a half-day booking, the organizer may choose a time slot for 5 hours as per their requirement, between 9 AM & 6 PM.
- b. Booking of facilities for more than 5 hours will be charged as per full day rental.
- c. 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 12 hours & 30 minutes per day).
- d. All activities must conclude, and the premises must be vacated strictly by 9.30 PM.

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, chairs, curtains, podium), sound equipment, cordless mic, spotlights, projector, lights, audio-video room, space for reception, etc.



Following ancillary services are included: limited free parking in the designated parking area (based on availability), water, electricity, security personnel, janitors, public address system operator, and electrician.

Food and beverages are strictly prohibited within the auditorium, classrooms, lecture halls, ground floor lounge, etc.

2. Facilities Usage:

1. Rental will be permitted for government / private organizations, companies, academic institutions (excluding coaching institutes), 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, including number of participants, space requirement, and the detailed program schedule at the time of submitting the booking request. The performance of qawwalis, orchestras, fashion shows, beauty contests, religious and political events, reality shows, audition events, etc., are strictly prohibited in the auditorium. Bose Institute reserves the right to approve any application based on the program details.
3. 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.)
Auditorium + Dining space	15 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

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3. Cancellation Rules:

All bookings are 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 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. No refund will be made if the request is made, when less than three working days are available.

4. Terms & Conditions:

- i. Booking Confirmation: Bookings of the facilities will be confirmed only after receipt of full payment, security deposit, and GST in advance.
- ii. Damage Liability: Organizers are liable for any damage to the Institute's property. Costs will be deducted from the security deposit of the organizer.
- 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.
- 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: Advance notice of 3 working days is required for the attendance of VIPs/VVIPs, including any necessary protocol communication, if applicable.
- vii. Decoration and Setup: Will be arranged by the organizers at their own cost, with prior approval in writing from the Institute's authorities for decorations. Alteration of any of the permanent structures/painting on the walls, or any other damage to the Institute property will not be allowed.
- viii. Lift Usage: Lifts are to be used for passengers only and 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: The organizer must designate a single point of contact, along with a valid mobile number. This information must be provided at the time of making payment.
- xiv. Police Permission: Organizers must secure permission from local authorities, if needed, and ensure compliance with all law-and-order regulations. Proof of such permission is necessary prior to handing over of facility.
- xv. Supervision of children: Children under 12 years must be accompanied by an adult at all times.
- xvi. Loss/damage of property: Bose Institute shall not be held responsible for any damage/loss to organizers' belongings or equipment.
- xvii. Emergency Protocol: Organizers are fully responsible for handling any accidents, medical emergencies during the event. In case of emergency, if instructed by the authorities of Bose Institute, the premises must be vacated.
- xviii. Security Identification: Organizers must appoint representatives to vet invited guests and prevent unauthorized entry.
- xix. Noise Control: Organizer are not allowed to play loud music or make any noise that disrupts the campus environment.
- xx. Adherence to the above 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.
- 4. Park only in designated parking areas.

DON'Ts:

- 1. Spitting, smoking, consuming alcohol, or causing any disturbance or damage to the auditorium, classrooms, lecture halls, dining hall, pantry, ground floor lounge, or any furniture, walls, or any other Institute property, is strictly prohibited. Organizers are responsible for ensuring compliance with these

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rules. A fine of Rs. 1,000/- per incident will be imposed for violations, including spitting on walls, floors, rooms, or any adjacent areas.

2. Fireworks, open flames, and use of 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. Arms, ammunition, or inflammable items must not be brought inside the Institute's campus.
5. Property such as seats and carpets must not be damaged or vandalized.
6. Posters or banners must not be pasted directly on walls.
7. Standing on auditorium seats is strictly prohibited.
8. Parking in front of the entrance gates is not permitted.
9. Auditorium, classrooms, lecture halls, ground floor lounge, etc., must not be overcrowded.
10. Cooking by organizer hired external caterers is not permitted within Bose Institute premises.
11. The consumption of alcohol is strictly prohibited and is considered a punishable offense.

5. Force Majeure:

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

6. Right of booking cancellation:

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.

Srimonti Sarkar

