

GUIDELINES FOR BOOKING OF AUDITORIUM

(i) General Rules :

1. The Auditorium will primarily be used only for Academic activities such as Lectures, Seminar, Conference, Symposium, workshops, or activities related to the legal profession. Priority for booking of the auditorium will be given for GLC activities.
2. GLC reserves the rights to refuse booking of the auditorium or to revise the auditorium booking charges at any time without assigning any reason.
3. The organizer booking the premises shall ensure that each of these and such other applicable Rules/Regulations are obeyed in ~~their~~ true letter and spirit. In case of violation thereof, the security deposit will be forfeited and legal action will be also taken against the organizer.
4. The Auditorium will not be used for any political/religious activities, general body meetings, holding of elections of office bearers of societies, convocations, Birth Day / Foundation Day event of any organization/society.
5. There are 270seats in the Auditorium. A few seats in the first row of the auditorium are reserved exclusively for the VVIP of the college/programme/observer(s) of the College and the Organizer.
6. The auditorium will be permitted to be used only for a single day event to be conducted during the normal office hours (from 9.00 a.m. to 6.00 p.m.) and has to be vacated within an hour after the event.
7. All reservations will be made on the receipt of an application made in the prescribed form only. Requests made orally or on telephone for reservations will not be entertained.
8. The organizer will be solely responsible to make good the lossor damage, if any, caused to the Auditorium or fittings, or fixtures, or furniture or equipments, during the course of the use of the Auditorium, by making a payment through DD or from the security deposit as may be decided by Auditorium Committee GLC.
9. The GLC will not be held responsible for losses/damages of the properties of the organizers or participants, including the properties or goods used in the event or kept in the auditorium premises.
10. Posters/Banners meant for the publicity of the event, if any, will not be allowed to be stuck or pasted on any portion of the auditorium. The same may be allowed to be exhibited at the designated space specified outside the auditorium.

11. The organizer will obtain requisite Police permission for conducting the event at the Auditorium, well in advance before starting of the event and will be responsible for the maintenance of law and order, traffic control etc. as per the relevant rules/regulations etc.
12. No vehicle will be allowed to be parked inside the compound or just opposite the main entrance of the college.
13. No extra lights or mikes or audio-video equipments will be installed in the auditorium by the organizer. Any other facility to be used other than provided will require prior permission from the auditorium committee and charges may be levied on the same if the use of extra electricity, water is involved in the use of that facility.
14. Smoking, drinking of alcoholic drinks is strictly prohibited in the premises of the GLC or in the auditorium.
15. Designated spaces have been marked for floral rangoli and floral decorations. Only floral decorations are allowed outside the Auditorium. Display of goods/products is not permitted inside and outside the Auditorium.
16. No firework will be allowed within the premises of the GLC.
17. The organizers will fully comply with the fire safety regulations while conducting the event.
18. The organizer shall be solely responsible for any mis-happening/incident/medical emergency during and immediately after the event and appropriate arrangement shall be made by the Organizer to handle the same.
19. Organizers are advised to take care of conference material/technical equipments/personal belongings, as GLC is not responsible for their safety.
20. In view of the prevailing security environment, during the event, the organizers of the programme are to nominate designated representatives for identifying the delegates and guests to ensure that only invited persons are allowed to attend the programme.
21. In case the organizer is unable to use the Auditorium in terms of the booking due to any mechanical/electricity failure or on account of riot/fire/earthquake or an act of war or an act of God, GLC will not be liable for any loss suffered by the organizer and the organizer will co-operate with the staff of GLC.

22. The Organizers shall abide by the rules relating to noise pollution, both inside & outside the Auditorium and strictly adhere to the time slot for which bookings have been made.

23. The Organizers shall avoid overcrowding inside the Auditorium.

24. The organizers have to sign the occupation and vacation reports available with the GLC staff member, while taking over and handing over the Auditorium.

(ii) **Tariff Rules :**

1 Only after approval of the GLC Auditorium Booking Committee, full booking charges along with the security deposit be deposited. Such deposit shall be made within one week of communication of grant of such an approval, failing which the booking will get automatically cancelled. IN such a case it will be open for such an organizer to seek booking by applying afresh.

3 Booking amount for the auditorium will be Rs.15,000/- per day for a single day event for persons other than the GLC students. Besides booking amount, Security deposit (refundable) amounting to Rs.15,000/- also needs to be deposited, which will be refunded within seven days after the event, subject to deductions, if any as per the relevant rules.

For GLC Students Students programme

For one & half hour	--Free
Next one & half hour to three hours	--Rs.5,000/-
For 3 hours to 6 hours	-- Rs.10,000/-

4 It will be sole responsibility of the organizers to collect confirmation letter of booking of the Auditorium from the concerned office after making due payment of the usual tariff of Rs.15,000/- (Rs. Fifteen Thousand only) along with security deposit, at least 20 days before the programme.

5 The charges for booking and security deposit are to be paid through Demand Draft (D/D) only in favour of the 'Principal, Government Law College' payable at Mumbai.

6 Notice for preponement/postponement/cancellation of an event should reach the GLC at least seven days prior to the date of the event (excluding the date of the event) in writing, failing which booking amount as mentioned below will be forfeited.

7 There shall be concession / relaxation for the Students' of GLC if the allotment committee thinks it fit, after considering the nature of the programme arranged by the students. The committee shall record reasons for grant of such concession. The decision of committee regarding concession / relaxation shall be final.

8. Charges for cancellation :-

<u>Cancellation</u>	<u>Pre/Post-ponement</u>	
3 months or more before the event	5%	Nil
2 months or more before the event	10%	5%
1 month or more before the event	25%	10%
15 days or more before the event	40%	25%
7 days or more before the event	75%	50%
Less than 7 days before the event	100%	75%

9. Catering :

- 1 Catering services to be hired from the GLC Canteen only.
- 2 Neither any food of any type nor any beverages (except water bottles) will be permitted inside the auditorium.
3. Organizer must strictly ensure that Auditorium is fully cleaned after the event, failing which at the cost of the organizers the Auditorium will be cleaned

10. Booking Form :

Booking Form and Affidavit attached.

** As per Recommendations of the Auditorium Sub-Committee on Framing Guidelines for the use of Auditorium and approved by the 139th Council Meeting held on 17th July, 2016.*

Tel. : 022-2204 1707
Fax : 022-2204 1708

**Government of Maharashtra
Government Law College**
'A' Road, Churchgate, Mumbai 400 020

Website: www.glumumbai.com E-mail : principal@glcmumbai.com

Ref. No. _____

Date: _____

Application Form for Booking of Government Law College, 'A' Road, Churchgate, Mumbai.

1. Name of Members/Organization

2. Communication Address

3. Contact Telephone No. _____ Mobile No. _____ Fax No. _____

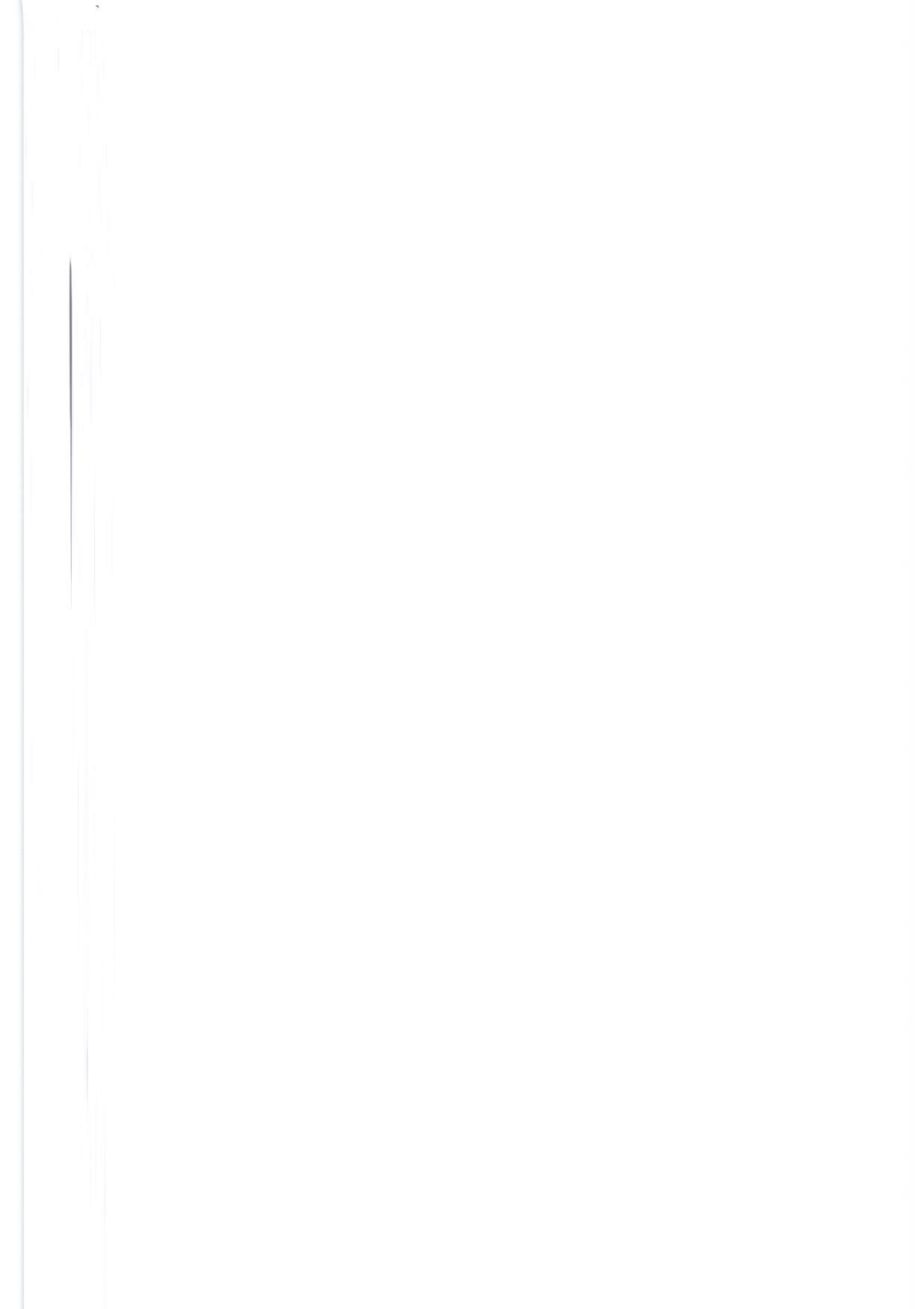
4. Date on which Auditorium required _____

5. Timing FROM _____ TO _____

6. Purpose for which required _____

7. Number of person expected _____

8. Name of Chief Guest (if any) _____



9. Is the event being organized in Collaboration or Funding with Some outside agency (like Society/Association/Charitable Institutions/or any other Professionalbody) ? _____

10. Is any fee in any form being charged from the participants ? _____

11. Is the function/event funded/approved by GLC _____

12. Brochure/website address of the event, if available _____

I /We have read and understood all the rules for booking of the venues and its use, including catering etc and hereby undertake to fully comply with the same. I am aware that in case of non-compliance, the booking will be cancelled & security amount deposited will be forfeited. I agree that the Signing of this application form itself amount to full acceptance of each and every rule/regulation meant for use of the Auditorium.

Yours faithfully,

Signature _____

Signature _____

Designation _____

Designation _____

Full name _____

Full name _____

Telephone No./Mobile Number :

Email address, if any :

Signatures of GLC Auditorium Committee 1) Principal

2) Dr. Rachita Ratho

3) Dr. Umesh S. Aswar

4) Prof. P. Daphal

5) Prof. Ms. A. Desale

6) Prof. Mrs. N. Shaikh

Competent Authority

(Official Seal of the Office)

Recommended by the Fellow of the Academy :

Signature of the Fellow :

Name of the Fellow

Booking Amount Detail : (P.S - Only after approval from GLC Auditorium Booking Committee, full booking charges along with the security money must be deposited as per guidelines within the time of one week. Booking will get automatically cancelled after a week on the non-payment)

Draft, Bank & Branch Detail DD Number and Date

(i) Booking Amount _____

(ii) Security Amount _____

Signature of Head of the Department/Institute

Competent Authority

(Official Seal of the Office)