



SRI SHANMUKHANANDA

FINE ARTS & SANGEETHA SABHA (Regd.)

Plot No. 292, Comrade Harbanslal Marg, Sion (East), Mumbai-400 022.
Telephone: 2401 5164, 2407 8888 • E-Mail: hallbooking@shanmukhananda.com,
enquiry@shanmukhananda.com • Website : www.shanmukhananda.com



**Registered Under Maharashtra Public Trusts Act-1950 No. F 383 (Bom.) and
Registered Under Societies Registration Act, XXI of 1860 No. 2839 of 1952-53**

APPLICATION FORM

1. Name of the Applicant / Institution :
2. Full Address :
.....
.....
3. Telephone No. & Mobile No. :
E-mail :
4. Is the Institution, a Registered Public Trust
under the Maharashtra Public Trusts Act, 1950
or Registered Society under the Societies
Registration Act, 1860. If so, please give
date & No. of the Registration certificates
(Attach a copy of the same) :
5. Applicant's connection with the Institution :
6. Name of the Chairman / President of the
Institution :
7. The date on which the Auditorium is required :

DD	MM	YYYY
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8. Number of Sessions for which the Auditorium
is required and timings :
9. Brief Description of the Programme :
.....
.....
.....



Sri Shanmukhananda
FINE ARTS & SANGEETHA SABHA (Regd.)

10. Is the admission to the programme / function free / by ticket or by donor card? :
11. Does the programme for which the applicant applies in this form infringe (or likely to be claimed) the copy right or patent right held by any party ? :
12. Have you organized any programme in the Sabha in any of its auditoriums in the past ? : Yes / No
If yes, indicate date (s) & nature of programme :
.....
.....

13. Payment Details

- (a) Cheque / P.O. No. date for Rs.
- (b) Name of the Bank Branch:
- (c) Pan Card No. (Enclose photocopy of PAN Card)
- (d) RTGS / NEFT Details: Bank
UTR No. Date:

14. Tax Collection Account No. (For TDS) :
15. GST No :

Yours faithfully

(Authorised Signatory)

Place _____

Date: _____

Name: _____ Designation _____ (Seal)

Enclosure - As per annexure I - A

UNDERTAKING

In consideration of the Shanmukhananda Fine Arts and Sangeetha Sabha making available its Auditorium for our use on terms and conditions more clearly set out in the Rules Governing the use of “Sri Shanmukhananda Chandrasekarendra Saraswathi Auditorium” forming part of the application form.

I _____ from _____ do hereby give this undertaking that:

1. I/We accept that the rate of compensation of the Auditorium prevailing now is subject to change and that I/We agree to pay the compensation prevalent on the date of the function/ programme as fixed by the Board of Trustees.
2. I/We hereby undertake to ensure that no advertisements will be released in the print/digital media or any other form of communication until the full payment towards the hall charges and deposits has been paid and final letter of allotment of the hall for the designated day is given. We also agree that, if any breach of this condition emerges, we are liable to pay penalty charges of Rs. 5,000/- per day till the full and final payment is made. Also the provisional booking will be cancelled without any further reference to the person/institution making the booking and regular cancellation charges will apply as per clause 11 of the “Rules, Guidelines & Responsibilities on Using the Premises”.
3. I/We hereby undertake to use of the name of the Hall as “**Sri Shanmukhananda Chandrasekarendra Saraswathi Auditorium**” in all publicity materials etc.
4. We shall, in all advertisements, brochures, publicity materials and any other form of communication adopted by us to bring to the attention of our patrons the details of the programme to be conducted by us in your Auditorium, the name of the Auditorium shall be prominently written as “**Sri Shanmukhananda Chandrasekarendra Saraswathi Auditorium**” and shall not abridge, reduce, alter the same and that all the words forming part of the name of the Auditorium shall have equal prominence in terms of lettering, colour intensity and font size.
5. Any violation in the full description of the name of the Auditorium “**Sri Shanmukhananda Chandrasekarendra Saraswathi Auditorium**” in any communication giving details of the programme will result in a penal recovery of Rs. 5,000/- from the deposit paid. If the violation continues beyond the 1st default, a sum of Rs. 20,000/- will be recovered from the deposit paid. Since this is a mandatory condition that flows in the terms and conditions stipulated by the donor while reconstructing the auditorium, no discretion vests with any trustee for waiver of the penal charges.
6. I/We have noted that 18% GST or such other rates as may be prescribed and applicable from time to time by the concerned Competent Authorities shall be payable by me / us on the Auditorium Compensation.
7. I/We have further noted that once the said GST is paid by me/us on Auditorium Rental, the same shall not be refunded on any ground including cancellation or postponement of any event.
8. We further undertake to provide a copy of all our advertisement materials at least one week before the actual date of the programme to the Manager of the Auditorium. This is mandatory.
9. We also note that this is the essence of your agreement to let out the Auditorium for our use and any violation thereto, even if fractional, would result in revocation of the offer to permit use of your Auditorium, with no notice to us. The Trustees of the Sabha in such an event shall fully appropriate the deposit paid by us and we shall have no claim thereto. We accept the decision of the Trustees



as final and if condonation, indulgence, discretion, is exercised by the Sabha management in allowing us to stage our performance on the designated date, it shall be at the cost of full adjustment of the deposit paid by us and we shall pay a fresh deposit of Rs. 80,000/-per session or such sum as may be notified by the Board of Trustees as Deposit for booking the hall which we have understood, is condition precedent for the condonation.

10. We further agree to ensure that a designated official on behalf of our organisation, post completion of the event (s) shall agree & sign on all due payment registers, receipts in acceptance of the amounts due to Sabha to cover the cost of any additional hire charges for extra lighting on the stage, additional furniture, space and for extended time used as well as in acceptance of any charges / penalty for any damage caused to your property and any other items brought to our notice related to payments. Non-compliance to the above shall not restrict the adjustment of the deposit more clearly recited in the Rules governing the use of your Auditorium.
11. We understand that no booking shall be considered for final allotment unless the Deposit of Rs. 80,000/- per session and 25% of the rate of compensation as notified is paid alongwith the request for booking of the auditorium. We undertake to pay the full balance of the compensation for use of the Auditorium at least one month prior to the date of the programme. Failure on our part shall vest the Trustees with the right to revoke the offer for use of the Auditorium. Circulars issued pursuant to the rules governing the use of the Auditorium by the Trustees shall be binding on us at all times till the final settlement of all dues related to the programme we have organised / have confirmed from our side. We further undertake the following responsibilities:
 - a) I/We the Applicant/s are fully aware of the Sound, Light and Stage equipments made available free of cost in the auditorium by the BOT for the programmes and which are listed in Annexures III & IV hereto respectively. I/We say that the said equipments and facilities provided in the auditorium mentioned in the annexures subject to availability are more than adequate for my/our programme. In the event of I/We needing any additional or extra sound/light or stage equipment for my/our programme, I/We undertake to send out requisition in writing within three days of the booking of the auditorium for our programme for due approval and I/We further agree and undertake to hire the additional equipments needed from the empaneled vendors of the Sabha only and from no other source. I/We also agree and undertake to directly pay the deposit, if any and hire charges of the said equipments directly to the vendor approved by you. I/We further agree and undertake to keep the Sabha and its office bearers indemnified for all times to come against any loss/damage or litigation arising out of hiring the said equipments from and out of my/our own funds without making any demand on the Sabha.
 - b) To provide seat numbers to each and every individual who occupies a seat in the Auditorium;
 - c) Not to advertise the event in print or in digital media until and unless the full compensation for use of the Auditorium and the security deposit are paid and final confirmation of the booking received from the Sabha.
 - d) To conduct all programmes and proceedings of the meeting or gatherings in an orderly, entirely lawful manner and strictly within the scope of the objects for which the use of the “**SRI SHANMUKHANANDA CHANDRASEKARENDRA SARASWATHI AUDITORIUM**” is permitted and the Board of Trustees shall in no way be held responsible for any breach or violation in this matter.

- e) To pay for any damage done directly or indirectly to the property while in use.
- f) To make payment for the service of Ushers - from the Sabha's approved agency directly.
- g) To observe all Municipal Rules and regulations and the Bombay High Court rulings in force including non-use of the “**SRI SHANMUKHANANDA CHANDRASEKARENDRA SARASWATHI AUDITORIUM**” beyond the stipulated hours fixed by the Government and the Municipal authorities.
- h) To Obtain necessary Licenses:
 - i) Copyright License from the Indian Performing Rights Society Ltd. NOC from PPL and from Novex.
 - ii) To Pay all other taxes leviable on or for the performances; i) To Observe all Rules and Regulations governing the use of the “**SRI SHANMUKHANANDA CHANDRASEKARENDRA SARASWATHI AUDITORIUM**”.

I / We have read and understood the rules and regulations governing the use of the “**SRI SHANMUKHANANDA CHANDRASEKARENDRA SARASWATHI AUDITORIUM**” and I / We agree to abide by the same.

Signed at Mumbai on this _____ day of _____ in the year

(Authorised Signatory)

Place _____

Date: _____ Name: _____ Designation _____ (Seal)



Sri Shanmukhananda
FINE ARTS & SANGEETHA SABHA (Regd.)

INDEMNITY

- a) Every party conducts their programme at the Auditorium at their own risk. The party hereby agrees to indemnify the Board of Trustees and keep them indemnified against any legal proceedings or cost, compensation, expenses and / or damages that may be suffered, incurred or borne or which may arise from any non-settlement of payments and any injury or accident caused to the property used by him or by his agents, representatives, contractors' employees.
- b) The party shall effectively indemnify the Board of Trustees from any liability whatsoever including that of any injury or harm to the visiting public arising out of the programme held at the Auditorium. The party shall notify his agents, representatives, contractors and employees of these conditions.
- c) Neither the party nor his agents, representatives, contractors or employees shall have any claim against the Board of Trustees for damages either for personal injury or damage to any of his property arising from negligence or default of any person or from any other cause or for any loss, sustained as a result of temporary non-availability of any of the services of the auditorium.
- d) It is hereby agreed and understood that no right, title or interest is intended to be created nor shall it be deemed to have been created in respect of the auditorium area allotted to the organiser and the payment of compensation shall be strictly in respect of the use of the auditorium area for the specified period. Further the party shall not be authorised to let / sub-let / assign whole or part of the auditorium to any other person.
- e) If the Auditorium is booked for a particular programme, no change can be made therein after the booking is confirmed save and except with the written permission of the Board of Trustees. Any change in the nature of the programme as disclosed in the application form while booking the auditorium will result in the cancellation of the allotment of the hall on the designated date at the discretion of the Board of Trustees and all rules relating to cancellation of the booking shall apply in such an eventuality including recovery of cancellation charges.
- f) Every party shall, prior to booking the Auditorium, see the negative list of artistes whose programme is not encouraged in the Auditorium. If it comes to the attention of the Board of Trustees that such artistes are likely to perform, then the Trustees would cancel the booking even at the last moment and no refund will be given for the amounts paid while booking the Auditorium.

Place _____

(Authorised Signatory)

Date: _____

Name: _____ Designation _____ *(Seal)*



Sri Shanmukhananda
FINE ARTS & SANGEETHA SABHA (Regd.)

AFFIDAVIT

I/We,
of Mumbai, having my / our place of business at.....
.....solemnly affirm and state
as under:

1. I am / We are the authorised representative/s of M/s.
2. I/We have booked Sri Shanmukhananda Chandrasekarendra Saraswathi Auditorium, Plot No.292, Comrade Harbanslal Marg, Sion (East), Mumbai 400 022 for the Musical Cultural / Educational/Marketing / Devotional meet on (day) the, 20 between a.m. / p.m. to a.m. / p.m. titled as
3. I / We further state that we have paid a deposit of Rs. for the said programme plus 25% of the total booking amount per session as advance against the compensation for the use of the Auditorium.
4. I / We further state that we are aware of the terms and conditions of Auditorium bookings and have been furnished with a copy of the terms and conditions and rules and regulations of Auditorium booking by the Auditorium authorities and I / We have read and understood the same and shall abide by the same.
5. I / We further state that we are aware of the capacity of the Auditorium and undertake not to overbook the same for our aforesaid programme and not to print complementary passes / tickets in excess of the Auditorium capacity.
6. I / We further state that in the event of over booking by us, the Auditorium authorities have the full authority prevent ingress into the auditorium the excess patrons attending the show/ programme.
7. I / We further state that we are further aware that seats in **Row C 13 – 26; Row M 1 – 52 and in Row N 1 – 52** are exclusively reserved for Sri Shanmukhananda Fine Arts and Sangeetha Sabha and their patrons and well-wishers and we undertake not to allot / sell / or permit occupation by anyone during our programme. If any of these reserved seats are allotted / sold / allowed to occupy, we are aware that the said allottees shall be evicted from their seats and also from the Auditorium by the Auditorium authorities.
8. We are aware that in the event of breach of the above undertaking, our entire security deposit is liable to be forfeited at the sole discretion of the Sabha and we shall not make any grievance of the same and we being liable to be black listed by the Sabha at its discretion.
9. I / We further state that I / We have obtained requisite permission, police clearance, license, performance license and other clearances from all concerned statutory authorities and shall observe all the rules and regulations stipulated by the concerned competent authorities from time to time without committing any breaches of the same.
10. I / We further state that we are aware of our show timings and shall adhere to the same and in the event of any extension sought for by us and if at all any such extension is granted to us by the Auditorium authorities, we shall be bound to pay extra charges levied by the Auditorium authorities at such rates as may be fixed.
11. I am / We are aware of various facilities provided by the Auditorium authorities in the sound, light, stage setting etc. and in the event, if we needed any specific accessories, we shall seek prior permission from the Auditorium authorities well in advance for our requirements and agree to pay as per the bill raised by the Sabha's approved vendor(s).



12. In the event of any damage or breakage being caused to any of the properties of the Auditorium including acoustics/light, ceramics in wash rooms, glass panes, stage settings, seats, etc. the Auditorium authorities would assess the damage caused and shall deduct the same from the security deposit and that the decision of assessing the extent of damage and compensation arrived for the same by the Auditorium authorities shall be final and binding on us and the same shall not be challenged or questioned by us at any point of time.
13. I / We solemnly affirm and state that I/We are the authorized representative of the organisers of the aforesaid programme/function/event and have been empowered to liaise with the Auditorium authorities and take all decisions, make commitments and execute all such documents including the present one and the organizer/s shall be bound by all our acts, deeds and matters undertaken by us.
14. I / We agree and assure the Auditorium authorities that I/We shall ensure that the patrons visiting the Auditorium for our programme/show shall assemble and disburse in an orderly manner and shall not cause nuisance or annoyance to the adjacent building residents or public.
15. I am/We are aware that during my/our programme/s, I/We have to make necessary arrangements for Valet Parking facility from Valet Parking Agencies, a list whereof is available with the Sabha and pay their charges separately. I am/We are also aware that/we will have to inform Matunga Traffic Police Post below Sion Flyover opposite to Sion LTMG Hospital, Sion, Mumbai - 400 022. about my/our programme schedule and ensure that Traffic Constables are deputed for managing and controlling the traffic around the Sabha so as to avoid traffic bottlenecks and traffic congestion outside and opposite the Sabha and pay requisite charges, if any, to the Authority, obtain a receipt for the same and handover a copy of the same to the Manager, Sabha Auditoria without fail. I/We agree and undertake to comply with the above requisitions, failing which the Sabha Management would be entitled to immediately cancel my/our show and forfeit my/our deposit with them and may also at their discretion blacklist my/our future programmes in the Sabha.

Solemnly affirmed on this day of in the year

Place _____

(Authorised Signatory)

Date: _____

Name: _____ Designation _____ (Seal)



SRI SHANMUKHANANDA

FINE ARTS & SANGEETHA SABHA (Regd.)

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PART - 1

RULES, GUIDELINES AND RESPONSIBILITIES ON USING THE PREMISES

1. MANAGEMENT

The Management and control of the “**Sri Shanmukhananda Chandrasekarendra Saraswathi Auditorium**” shall vest with the Board of Trustees (BOT) of Sri Shanmukhananda Fine Arts & Sangeetha Sabha. The Secretary, BOT is the authorised person for taking all important decisions and has full authority vested by the BOT on all matters pertaining to the hall bookings and hall management including safety, security and accounts related matters. All communications should be in the name of Secretary – BOT only.

2. POWERS TO MAKE RULES

The BOT may from time to time, prescribe Rules and Regulations governing the General Management, Administration and Maintenance of the building where all halls are housed. **These Rules and Regulations are subject to alterations and modifications from time to time and without notice at the discretion of the Board of Trustees. The Applicant is governed by the Rules and Regulations as amended in force as on the date of booking.**

3. THE BOT NOT RESPONSIBLE IF THE AUDITORIUM IS NOT ALLOWED FOR USE

The Board of Trustees have the authority at any time, to withdraw the permission already granted to any applicant for the use of the Auditorium without assigning any reason if it becomes not possible to allow the use of the Auditorium due to any unexpected or unforeseen Circumstances either by nature or man made or failure of power, machinery or equipment or for any other reason beyond the control of the Board of Trustees. In the event of the permission being withdrawn, the Board of Trustees shall NOT in any way be liable for any loss, inconvenience or damages sustained by the party booking the Auditorium. However the amount standing to the credit of such applicant, shall be refunded to the said applicant after deducting basic amount as mutually decided.

4. USE OF THE AUDITORIUM

The BOT reserves the right to permit the use of the hall. Normally, the hall is available for activities such as Musical Events lectures, discourses, meetings, conferences, public awareness sessions, workshops, social, educational, cultural and promotion of arts. The permission for such use is subject to availability and subject to acceptance of all the terms & conditions.

The main stage of the hall is 35 feet in length – screen to screen – and 28.5 feet depth from the screen. The Organiser, at the time of booking shall give in writing to the Auditorium Manager about the type and nature of programme, number of artists performing, content of the programme, duration, number of musical instruments to be played on the stage, details of orchestra including technical rider stating the type of stage arrangement, type of mixing and monitoring required for the programme, etc. The manager will confirm the availability of space, gadgets and other facilities based on the nature of event as confirmed by the organiser. The organiser will need to confirm for any extra support or services needed to be arranged from outside, that are not available as per the requirements. Pl read annexure II - IV on additional support or services needs.

5. PERMISSION LIABLE FOR CANCELLATION FOR IRREGULAR USE

a) If at any time - after the grant of permission to use the Auditorium, the Board of Trustees consider that it has adequate reasons to believe that the function / programme for which permission has been granted, is found objectionable or is transgressing any of the Rules and Regulations relating to the use of the Auditorium or is found to be transgressing any of the Rules and Regulations framed by the Government / Local Bodies or it is found that the applicant has made false statements on the scope and objectives of the function / programme, the Board of Trustees



shall be at liberty to cancel the permission without assigning any reason. The decision of the Board of Trustees in this regard shall not be liable to be questioned and the applicant shall not be entitled to claim any damage or compensation whatsoever for such cancellation.

- b) Staging of Cabaret and / or any provocative performance in the Auditorium or any other programme which in the opinion / view of the Trustees is derogatory / objectionable to our custom or culture or would cause harm to the peace & harmony of the society or is against any Govt., guidelines, religion / caste / creed is liable for cancellation of the event with immediate effect and a formal complaint will be registered against the organiser as per the law in force.
- c) The Board of Trustees can recall any provisional/final allotment of the booking at any time in the case of a national mourning/calamity/Endemic/Pandemic and requisition of the auditorium by the Government and at least 15 days before the scheduled date of the programme for an emergent need of the Sabha. The decision of the Board of Trustees as regards the emergent need shall be final.

6. HALL BOOKINGS -NON-TRANSFERABLE

The management does not entertain any request for change of date, sessions once the formal confirmation of the booking is confirmed. Further, request for transfer of their permission / bookings to another organiser or event or programme is strictly not allowed.

At no occasion, the main organiser can allow other parties by way of internal arrangement, sub-letting the hall either partly or fully or either sub-letting one session partly or fully. Such acts will invite cancellation of the permission, will lead to legal action as well as forfeiting the full deposit and compensation

7. ADVANCE BOOKING

Advance booking of the hall is available Online / by telephone / e-mails. However, they are considered as provisional blocking of the dates only. The booking is considered confirmed after due submission of formal application along with required documents and security deposit and full payment of compensation for use as mentioned in clause 10 below. Booking confirmation is also subject to availability of sessions at the time of formal application from the organiser.

The provisional booking should be confirmed with full payment of all fees and compensation as agreed before 30 days of the programme. The final confirmation and blocking the dates and sessions will be done after due approval from the management and subject to realisation of cheque/ payment of dues. A penalty of Rs. 1,000/- will be charged in case of cheque issued being dishonoured/ returned by the Bank.

8. APPLICATION ACCEPTANCE

The BOT and or the authorised officials have the right to reject the application without assigning any reason. Application acceptance is subject to availability of date and time and due compliance of all rules and regulations of the BOT. Submission of application does not guarantee confirmed/ provisional booking.

9. Any assembly of faithfals where conversion of religion is promoted / encouraged, the programme shall be abruptly cancelled, power switched off and all assembled evicted. All payments made for the programme including the Deposit will be forfeited.

10. SCHEDULE OF CHARGES PER SESSION

The schedule of charges per session for the use of Auditorium as notified shall remain in force till such time they are revised by the Board of Trustees.

A "Session" shall mean a period not exceeding **SIX** hours, which includes taking over the stage and includes dismantling and handing over the stage after the session. Under no circumstances permission for early occupation of the premises to set the stage, for the artists to get ready in Green rooms, set the promos, allow the public and extended hours to dismantle and or vacate the hall and premises will be allowed. Such extra time will affect the preparedness of the other organisers and their time slot. Any time in excess of **SIX** hours may be allowed subject to availability and at the

discretion of the Board of Trustees and extra charges will be levied beyond the permitted time slot. Such charges will be on hourly basis. The schedule of charges currently applicable for the use of the Auditorium will be shared at the time of booking of the dates of events. Please read and confirm the same to the management with a duly signed acceptance note.

The confirmed booking of the session would entitle the organiser to access the two Green rooms on the left side of the stage, all basic sound and light items, podium, speaking platform if required, technicians to support the stage, stage co-ordinator as team leader on the stage. A list of acoustics & light systems are in the annexure **III-IV**. All other additional requirements will be provided with additional fee agreed and paid in advance.

Please note that for bigger events, the time slot for preparation & dismantling the stage sets will not be adequate and hence it is advisable to book one or two extra sessions to enable the organisers and Event Managers to have adequate time to set the stage and be ready before the actual event.

11. SECURITY DEPOSIT & FULL COMPENSATION

- a) The security deposit for one session will be Rs 80,000/- The deposit will be refunded, subject to deductions, if any, under Rule **12 below**. The Organiser should submit IT declaration / challan for the TDS paid towards the compensation paid to use the Auditorium. The refund of Security Deposit will be on hold till the details of TDS paid to Government are reflected in 26 AS.
- b) Full compensation amount as per the agreed terms and conditions should be paid 30 days before the actual event / programme date.
- c) Where programme ticketing is done through BookMyShow.com or any other agency and should they prefer offline booking on the date of the programme or earlier, a facility charge of Rs. 1,000/- per event plus applicable GST shall have to be paid by them in advance to be allowed to have a ticketing desk at the place earmarked for the purpose by the Board of Trustees. The Organiser should ensure that BookMyShow adheres to the norms.

12. CANCELLATION / REFUND / FORFEITURE OF DEPOSIT AMOUNT

- a) In the event of non-acceptance of the application, the deposit paid shall be refunded to the applicant within 15 days of rejection of the application
- b) If at any time, after confirming the dates, if the applicant fails to pay the full compensation on or before 30 days from the date of booking the Auditorium, the deposit amount paid by the applicant shall automatically stand forfeited and no claims for refund for any reason whatsoever will be entertained.
- c) Should the event be cancelled by organiser on their own, the cancellation charges will be effected on the full compensation payable and they are as under:
 - a. If cancelled 30 days prior to actual date of the event - 25%
 - b. Between 30 – 15 days - 50 %
 - c. Less than 15 days - 100%
- d) All refund and settlement of all accounts should be done within 15 days of the completion of events. Please retain all the receipts and documents safe and bring them at the time of settlement.
- e) Refunds if any, of the excess of the amount paid over and above the hall charges and other recoveries, shall be effected by bank transfer through NEFT or RTGS only to the bank account of the person/institution from where the deposit and the hall rent has been paid. Only in the event of the death of the designated person, will the transfer be effected to the bank account of the legal heir after satisfaction of the claim for such inheritance by legal transmission by the Board of Trustees.
- f) Any deficit towards refund shall be made good by the Organiser and the Sabha will not be answerable or responsible for any litigation, prosecution, civil and/or criminal by anyone claiming to have suffered any loss, damage or prejudice by such act. Further, in any event, the Organiser agrees and undertakes, at his/her/its/their own cost and expenses to defend the



interest of the Sabha and its office bearers for the time being including by engaging Counsels, Advocates, Attorneys etc. and paying their professional charges without making any demand on the Sabha.

- g) Where a Programme is cancelled and/or postponed indefinitely by the Organiser/Sponsor for any reason whatsoever, it shall be the sole liability and responsibility of the Organiser/ Sponsor to refund the ticket charges in full and to handle all consequences including any law and order situations that may arise out of such cancellations. The Sabha and its Office Bearers shall not be liable and answerable for any such contingencies.

13. CHANGES / ALTERATION IN BOOKING

- i. If the request of change of date is received in writing before 30 days prior to the scheduled date, the organiser will have to pay an additional amount of 20% of the total compensation payable.
- ii. If the request of change of date is received in writing between 30 – 15 days, prior to the scheduled date, the organiser will have to pay an additional amount of 30% of the total compensation payable.
- iii. Full payment will be forfeited if the request is received before 15 days of the actual date of the event.
- iv. The postponed programme, if agreed in writing by BOT should be held within six months of the first available booking date in the same financial year or before June of next financial year. Failure to do so will result in forfeiture of balance deposit amount carried forward from the scheduled programme.

As a policy, however, no changes in the date of booking and or in the name of the organizer will be allowed once the booking is confirmed.

14. DEDUCTIONS FOR DAMAGES OR ANY OTHER DUES

- a. An amount shall be deducted to cover the cost of any damage or misuse of any of the properties / furniture & fixture, electrical lights, common utilities or any other items displayed inside the premises. Such cost for the damage shall be decided by the management and the same will be deducted from the Security Deposit paid by the party.
- b. The decision of the Board of Trustees in estimating the cost of such damages is binding on the applicant.
- c. In case such cost of damage exceeds the security deposit, the Organiser shall pay the balance and failure to comply with the same will be liable for penal action by the management including black listing for future events.

15. REQUIREMENT OF ADDITIONAL FACILITIES:

The management will provide all basic facilities on the stage and common utilities space in the premises. However, it may be necessary for the organiser to acquire additional facilities such as special light effects, acoustic effects, interior decoration materials etc.

Such requirements should be acquired only through the management approved panel of vendors. The organisers are advised to meet the Technicians and vendors at the time of booking and confirm the requirements atleast 30 days prior to the date of event. Please refer to the list of panel **vendors in the Annexure II** of the book.

Any set up requirements and/or extra service should be intimated in writing one week prior to the event to ensure effective co-ordination with the operating team.

16. LICENCE, COPY RIGHTS

No programme shall be allowed in the Auditorium which would constitute an infringement of copyright of any individual or institution or of any such body that has the right. Due approvals, permissions and clearance shall be obtained in such instances and a copy of the same shall be submitted 15 days prior to the actual event. Delay or failure to comply with the requirements will result in cancellation of the event and the compensation and other payments made shall not be

refunded. The organiser is fully liable for any violation or breach of any laws. Neither the management would be responsible, nor shall the management be liable for any consequences arising out of these to the organiser.

All the required licenses from all the Authorities like performance of arts and events, censor board if required, IPRS, cinematography, consent from cine stars to use their names and pictures in the promos etc., should be obtained in the proper format as per law and submit the same to the management at least 15 days prior to the event.

Further, use of names and photos of film stars without their consent in the promotional materials in order to increase the sale of tickets or revenue is not permitted.

17. SECURITY

The security at the Sabha is for the requirements of the day to day services for the Sabha. Additional security will be required for the events to take care of the safety requirement. Such security for any programme will be provided by the Sabha on additional payment. The management does not allow any outside security agencies without written consent. The charges for such additional manpower is available at the Sabha and shall be agreed upon in writing 7 days prior to the date of the event. The payment to such additional requirement of security Personnel shall be borne and paid by the Applicant/s. The security charges shall be adjusted against the security deposit.

The additional security persons should be of a minimum 15 per normal event. For high profile and VIP events, the number should be increased. Such increase shall be in lots of 15, 20, 25... and so on. Last minute requests for more security or reduction in security are not permitted.

The management is not responsible for loss of any personal belongings of audience, loss or damage to materials brought inside the auditorium for use in stage or stalls or promotional activities.

18. USHERS, VOLUNTEERS

Each show booked by the Organiser shall have required number of USHERS to facilitate smooth and safe movement of the audience in and out of the main hall. The hiring of the USHERS should be from the panel of the hall only. They shall man the entry / exit doors as well as watch from isle. The number and charges for such events are fixed by the management and is binding on the organiser. The organiser shall make the payment directly to the service provider prior to the commencement of the show without fail.

Organisers should discuss with the management and with our panel vendor at the time of confirming the dates to arrive at the required number of USHERS and the charges.

19. INTERIOR DECORATION:

The Hall has a vendor who shall only be used for any additional requirements of stage decorations, banners, back drops, chairs and other such things. A representative will meet the organiser with a pre-determined rate approved by the management. The requirements and the cost for the same shall be agreed upon 15 days prior to the actual event and 100% advance shall be paid directly to the vendor on the day of the event under intimation to management.

All additional requirements over and above the agreed list shall be charged extra. The organiser should come to an understanding with the Vendor on the payment, number of items needed and number of sessions to be covered.

20. CATERING:

The Sabha has an indoor catering facility and it is encouraged to avail the services during the event. The menu, timings, number of persons and cost shall be directly discussed with the catering team and paid directly. No outside caterer will be allowed inside the premises. Written clearance from the caterer and the management shall be obtained to bring any outside vendor. Use of areas for serving refreshments are on chargeable basis. Please confirm the same with Auditorium manager



No cooking or fire work for cooking shall be allowed. However, food heating arrangement may be allowed in the premises

21. SIGN BOARD FOR DISPLAY

The organiser can display 2 banners as per specifications below:

- a. 8 X 8 ft & 8 X 6 (One 8 days before the event date and one on the event date)

Banners and Standees are allowed on stage and foyer area. It should not cover the permanent Kiosks. No Arch or entrance decoration will be allowed outside the compound wall or at the entrances. If the organiser desires any additional advertisement in connection with the programme or function, within the premises, they will be permitted to display as per terms and conditions prescribed by the management from time to time.

All sign boards and other materials displayed inside the Auditorium shall be removed within 30 minutes of completion of the event as it would affect other Organisers who may have booked the next slot. The management has the right to remove them if the timeline is not followed and deduct Rs 5000 as charges to get it removed.

22. MUSIC AND LOUDSPEAKER

No music of any kind shall be played at the entrance nor shall loudspeakers be installed outside the entrance of the “**SRI SHANMUKHANANDA CHANDRASEKARENDRA SARASWATHI AUDITORIUM**”. Any breach of this rule is liable for penal action and a fine of **Rs 5000** or both.

23. SESSIONS DURATION & TIMINGS:

Each session should start on time and close on time. The Organisers undertake to abide by the time restrictions imposed by the Honorable High Court, Mumbai pertaining to the winding up of the show in the evening and shall not commit any breach of the same. Each session shall be closed on time and the evening session **MUST close by 10.00 pm**. No indulgence of time will be given under any circumstances. The organiser is advised to adhere to the timings strictly. In the morning and afternoon sessions, vacating the hall and the stage on time are **MUST** to enable other organisations to prepare for the next show. If the organisers breach this rule, in addition to forced closures of the programme, they shall be charged twice the normal rate for the extended time.

24. TRAFFIC BUNDOBUST

Each session of the hall is being monitored by special police force and other agencies in view of the sensitivity of the location and hall. Each organiser shall obtain necessary police permission if required for their event. External crowd control and traffic movements during the show are the organisers' responsibility. In case of any VIP visit to the event, due intimation to the police and other required agencies should be provided and the Sabha should be informed of the same at least 7 days before.

25. PRECAUTION AGAINST FIRE

Fireworks or any articles involving fire hazards are strictly forbidden in the premises of “**SRI SHANMUKHANANDA CHANDRASEKARENDRA SARASWATHI AUDITORIUM**”, or on the Stage. No inflammable material shall be brought in or kept on the premises by the party using the Auditorium. Use of **candles, decorative lamps with oil, camphor** or similar such inflammable items are not allowed at any time in the premises as well as not allowed as part of stage performance.

Further, any kind of fog, party blast materials, artificial smoke and similar such things are not permitted as it would affect the AC plant.

26. INSURANCE COVER

The party shall make its own arrangements for the insurance cover of all types of risks for their own and third parties, property and life. The Board of Trustees do not accept any responsibility or liability for any loss or damage to the property or the life or any liability towards the party or third parties of the event organisers.

27. GATE PASS

No outside materials shall be allowed inside the Auditorium without due permission. Only pre approved materials as per the list given to the Manager of the Auditorium shall be permitted. No material will be allowed to be taken out of the premises without the valid Gate Pass.

28. PARKING

The hall does not have a dedicated parking or valet parking facility due to space limitations. No vehicle, irrespective to whom it belongs will be allowed to be parked outside the premises on the road. A maximum of **10** vehicles of the organisers may be allowed subject to availability of the parking space inside the compound. No vehicles shall be allowed to come inside or allowed to park inside the premises during high security events and at the time of VVIP movement.

29. PUTTING UP TEMPORARY STALL/S, TEMPORARY KISOK/S

The organisers may display promotion materials in stalls set up on the date of the event. These stalls should be of a pre-described size and placed at approved locations and with approved display materials and text in them. At no point of time, there will be commercial activity in the stall in the form of sale of merchandise, food courts and collection of donations etc. Stalls if required should have permission at the time of booking and the compensation for the use of space as per the location shall be payable in advance. Location of stalls and allocation of stall space is the right of the management. The stalls shall not be permitted beyond a size and shall not be allowed in the areas where the kiosks of the Sabha are already in place.

No stalls or any other promotional items or barricade shall be allowed at the entry / exit gates, stair cases and in front of lifts.

30. PRE - RESERVED SEATS:

The management reserves a total of 118 seats for the Trustees, VVIPs, Censor Board, Donors and Senior Government officials. These seats are not to be sold or allotted by the organisers to any one without the written consent of the management. They are:

a. Row C seats : 13 - 26

b. Row M seats : 01 - 52

c. Row N seats : 01 - 52

PLEASE NOTE THAT THE BOT AND ITS AUTHORISED PERSON RESERVES THE RIGHT TO ALTER / MODIFY/ CANCEL ANY OF THE ABOVE RULES ON THE BOOKING AND USE OF AUDITORIUM WITHOUT PRIOR NOTICE AND IT IS BINDING ON THE USER OR THE ORGANISER



SRI SHANMUKHANANDA

FINE ARTS & SANGEETHA SABHA (Regd.)

Plot No. 292, Comrade Harbanslal Marg, Sion (East), Mumbai-400 022.
Telephone: 2401 5164, 2407 8888 • E-Mail: hallbooking@shanmukhananda.com,
enquiry@shanmukhananda.com • Website : www.shanmukhananda.com



PART - II

GUIDELINES TO USE THE AUDITORIUM ON THE DAY OF EVENT

The Auditorium will be given to the confirmed and authorized person from the organization that officially booked as per the following terms and conditions.

1. POSSESSION OF THE AUDITORIUM

Possession of the Auditorium will be given to the Applicant/s TWO HOURS before the commencement of the session and the auditorium shall be vacated within half an hour after the end of the Session. AUDITORIUM DOORS SHALL be open to audience one hour before the announced schedule timings of the Programme. STAGE SET UP, SOUND BALANCING, LIGHT SETTINGS, OTHER TECHNICAL requirements of the Applicant/s SHALL BE COMPLETED well before the opening of the Auditorium Doors.

2. USE OF AUDITORIUM

The permission to use the Auditorium is strictly limited to the stage, the green rooms and the cloak rooms and does not include access or right of use for any other part of floors of the building including foyer without prior permission and user charges agreed for the same.

3. OPERATION OF AIR CONDITIONING PLANT

The Air conditioning plant shall be switched on 90 minutes before the allotted session. However, organisers who have booked concurrent sessions for preparation of stage and arranging the foyer etc., should inform the management at the time of booking and ensure that the additional tariff towards such extra need of AC and charges paid in advance. Please consult the Auditorium manager in advance

4. STAGE / STALL / BANNERS SETTING

Fixing of nails, use of heavy adhesive tapes or gums like fevicol etc., for the above works are strictly prohibited on any part of the premises and more specifically in the foyers where the kiosks are set up, where the Sabha photo exhibitions are displayed as well as on the stage. The organisers shall not remove the furniture or other articles and fixtures from their original places. Any violation of this guideline shall invite penalty changes and shall be deducted from the security deposit. No banner, standees, stalls will be allowed on the foyer in areas that are to be kept open as a pre-requisite for quick exit or evacuation in case of emergency. The Sabha neither promotes nor supports display any place within "Sri Shanmukhananda Complex" brand which promote liquor, smoking, drugs and betting apps. These are prohibited for display in the Sabha Premises.

5. USE OF OUTSIDE EQUIPMENTS

Bringing any sound / light and stage setting materials / equipment for the stage or outside other than the approved vendor shall not be permitted and such need should have the prior permission from the management. A 20% royalty on the hire charges from a non-approved vendor shall be levied. All equipment brought inside the hall shall be subjected to the inventory list being checked and approved by the management at the time of entry and exit. Please get the details from the Auditorium manager for approved vendors. Such arrangements should be done atleast 15 days in advance to avoid last minute rush to procure them.

6. NO OVERCROWDING

The auditorium has 2768 seats (INCLUDING THE SEATS NOT FOR SALE LISTED IN POINT NO 30 OF THE CONDITIONS) and they are fixed in ground floor, 1st and 2nd balcony. Each row and seat is

numbered. The organiser shall restrict the number of entries / sale of tickets to the permissible maximum capacity only. Organizer should note that 96 seats are pre-reserved seats for various authorities, BOT and other VIPs as indicated in section 29 in part I. No standing or sitting will be permitted at the aisles of the ground floor, or in first and second balconies. The security and USHERS are empowered to evict them without assigning any reason.

On the technical areas and near the green rooms, only minimum number of technicians, security and volunteers are allowed and all of them should wear the ID batch approved by the management. Unauthorised persons will be evicted from the stage. The organiser is fully responsible to restrict the number of persons on the back stage and technical areas.

7. IDENTIFICATION BADGES:

It is mandatory for the organiser to provide distinct badges to its technicians, volunteers and office bearers who would be present on the day of the event. This is a security and safety requirement for the premises, the audience and the property of the Sabha. The badge should have their name and organisational seal with signature of the organiser printed on it. The management will disallow any unidentified person to have access to stage and other important locations in the premises. The audience should possess valid ID proof apart from the valid entry ticket / pass.

8. DOS & DON'TS

1. The entire premises including toilets is a No-Smoking zone and the use of Wick, Camphor, Candle, Matchbox, Agarbathi and lighted lamps for Aarti is prohibited on the stage and off the stage.
2. In case a tripod is used for any type of camera or in case a crane or rails are used for shooting, then the floor of the stage or the carpet should be protected. You should ask the Decorator for hard board or plywood to mount such gadgets.
3. All sets or props used inside the premises should be dismantled within half an hour after the show.
4. **ALL KIND OF EATABLES AND BEVERAGES, PAN, TOBACCO AND WATER BOTTLES ARE NOT ALLOWED INSIDE THE AUDITORIUM.**
5. Cellphones should be switched off and or silent mode when inside the Auditorium.
6. Event managers and artists should be well informed about the **time line to start and end the event within the permitted session duration.**
7. Serving of refreshment / snacks boxes should be done in the allocated locations only. The organiser should ensure that audience are told **NOT** to throw waste materials like empty water bottles, beverage cans, paper tissues used food packs etc., anywhere except in dustbins kept in the premises. At any cost, such act of throwing the waste materials outside the hall, near the gates of other property should be avoided and non-compliance will invite penalty fee deductible from the Deposit.
8. Organisers should use their volunteers to manage the queue in an orderly manner and ensure that there is no over crowding near the neighborhood gates or on the road causing traffic jam. There should be a disciplined queue at the food counters and the organisers should ensure that the hall's precious and valuable display materials and pictures are not disturbed or damaged.



9. No non-vegetarian food items or materials are allowed in the entire Sabha premises.
10. The entire premises is NO alcohol zone and organisers should counsel / inform the audience about this and avoid entering the hall after consuming any such substance. This will affect the hall discipline and inconvenience the fellow audience sitting next to them. Defaulter will be handed over to police.
11. The organisers should advise their audience NOT to carry any objectionable items to the premises. These items are the same that are prohibited in the high security locations like Airports / VIP areas. If found, the security person and the police have the authority to question them and take immediate action as appropriate including seizure of the objectionable items.
12. Each ticket / pass holder and other members of the organiser will be checked by the security/ police while entering and any objectionable items found in them will be seized and any suspicious persons will be detained and questioned.
13. Entry / exit will be allowed only through permitted gates.
14. No spoiling of seats, placing the legs on the seat, damage to seats and other fitting in the premises.
15. No dancing by public inside the hall or on stage at any time.
16. Drone cameras are not allowed.

We wish the event all success and look forward to a long association for mutual benefit.

Board of Trustees
SSFA&SS

ANNEXURE - I

- 1) Copy of the Application form in the printed book must be submitted by duly filled by authorized signatory and endorsed with authorized official stamp and signature on all the pages of auditorium booking application form/Booklet before one month of actual event date.
- 2) Details of the programme in the separate sheet giving particulars of the nature of the programme, the artistes involved and in the case of religious programmes, full details of the programme content.
- 3) Copy of the certificate of the Registration under the Maharashtra Public Trusts Act, 1950.
- 4) Copy of the Registration under the Societies Registration Act 1860.
- 5) Copy of PAN Card.
- 6) Copy of TAN Certificate issued by the Income Tax Department, if applicable.
- 7) Copy of GST Registration certificate, if applicable.
- 8) Copies of the flyer, promotional material to be given at least 15 days prior to the programme.
- 9) Undertaking on Rs. 500 Stamp Paper duly notarized by advocate in "Sri Shanmukhananda Fine Arts And Sangeetha Sabha" Defined format.
- 10) Copy of the Agreement if any with BookMyShow or distributors for selling the tickets.
- 11) List of VIPs attending the programme and copy of the intimation given to the local police station both for the programme and the presence of the VIPs
- 12) Copy of Indemnity Bond on Rs.500/- stamp paper duly notarized by advocate in "Sri Shanmukhananda Fine Arts And Sangeetha Sabha" Defined format.

OR

- 12) Copy of Public Performance Licence / Novex / Ticket Selling Licence / Censor Board / Rangmanch Clearance Certificate etc., if any applicable.
- 13) Details of the Organiser's bank account for effecting by RTGS, refund of the deposit, if any, after the programme.
- 14) Copies of Advertisements issued in the newspapers or other publications for the programme.
- 15) Details of Police Bandobast and VIP security together with copy of the communication addressed to the Police authorities.



ANNEXURE - II

LIST OF AUTHORISED VENDORS

1. Thakkar Decorators : Pradeep - 9220138198 (Muluk)
2. Bharat Vikas Group (Security) : Santosh Mane (Area Manager) - 9960996459
Bhikaji Khot (Security Supervisor) - 7738258231
3. PNS Upkeep Services (House Keeping) : Mr. Manohar Thorve (Area Manager) - 9819108444
: Mr. Prashant Trimbakkar
(Site Supervisor) - 9867942270
4. Sound and Light Vendor : Roger Drago - 9821015270, Dave - 9821015388
5. Chief Sound Engineer : Mr. Joseph Manual - 9082679227
6. Stage Light & LED Operation : Mr. Mukesh Thakkare - 9324705840

ANNEXURE - III
LIST OF STAGE EQUIPMENTS
(Subject to availability)

Sr. No	Particulars	Location	Qty- Actual Functional
1	L-ACOUSTICS ARC SPEAKERS	Left & Right Fill	16 Nos
2	L-ACCOUSTICS SB28	Left & Right Fill	4 Nos
3	LA-4 DIGITAL AMPLIFIER	Amplifier Rack	5 Nos
4	RD 212 WEDGE MONITORS	Moving Items	8 Nos
5	RD CX 15 SIDE FILL TOP	Stage Left & Right Side Wings	2 Nos
6	RD 18S SUBS FOR SIDE FILLS	Stage Left & Right Wings	4 Nos
7	RD 8FF FRONT FILLS	Centre of the Stage	4 Nos
8	RD 8CX INFILLS	Second Floor Balcony (hanging/Delay Speaker)	6 Nos
9	L-ACCOUSTIC 8XT INFILLS	Ground floor (hanging/ Delay Speaker)	1 No
10	MARRANI CROSS OVERS	On console and at backstage	2 Nos
11	RD 4CH AMPLIFIERS	Amplifier Rack at Backstage Sound Console	2 Nos
12	SM 58 SHURE	Moving items(Stage wire Mics)	14 Nos
13	SM 57 SHURE	Moving items(Stage wire Mics)	14 Nos
14	AKG D112	Moving items(Stage wire Mics)	2 Nos
15	SM 81 SHURE	Moving items(Stage wire Mics)	5 Nos
16	SENNHEISER 500 WIRELESS MIC	Moving Item(Wireless Mics) Set	5 Nos
17	PHONIC CONSOLE NF MONITOR	Main Auditorium Sound Console	2 Nos
18	PHONIC AMP	Main Auditorium Sound Console	1 No
19	JBL MPA600 AMP	Backstage Sound Console	4 Nos
20	RD112 WEDGE LOW PROFILE	Backstage Sound Console (Monitors)	8 Nos
21	AT - HEADPHONE	Main Auditorium Sound Console	1 No
22	AVID VENUE S6L-32D Control Surface	Main Auditorium Sound Console	1 No
23	AVID VENUE E6L-192 Engine	Main Auditorium Sound Console	1 No
24	AVID VENUE Stage 64 Rack	Main Auditorium Backstage Sound Console	2 Nos
25	SHURE BETA 91	Backstage Sound Console(Mic)	1 No
26	SHURE BETA 98	Backstage Sound Console(Mic)	5 Nos
27	SHURE BETA 52	Backstage Sound Console(Mic)	2 Nos
28	SHURE BETA 58	Backstage Sound Console(Mic)	5 Nos



29	SHURE BETA 57	Backstage Sound Console(Mic)	8 Nos
30	NEUMANN KM 184	Backstage Sound Console(Mic)	2 Pairs
31	SHURE PG DRUM KIT MIC SET	Backstage Sound Console (Drump kit Mic)	2 Nos
32	AKG C 411	Backstage Sound Console(Mic)	6 Nos
33	ATM 350	Backstage Sound Console(Mic)	4 Nos
34	SENNHISER HEADSET	Backstage Sound Console (Headset Mic)	1 No
35	SENNHISER IEM	In Ear Monitors(Wireless)	2 Nos
36	FISHER AMP WIRED IN EAR	In Ear Monitors(Wired)	7 Nos
37	RD - BH 2 X 15" SIDE FILLS HORN LOADED	Either side of Stage (On Stage)	1 No
38	MIC STANDS - BIG BOOMS	Moving item	11 Nos
39	MIC STANDS - SMALL BOOMS	Moving item	10 Nos
40	BSS DI - BOX	Moving Items	16 Nos
41	SAMSON DI - BOX	Moving Items	4 Nos
42	UR4D WIRELESS MIC	Moving Items	1 No
43	SAMSON CO2 MIC	Moving Items(Wired)	1 No
44	A-L4X AMPLIFIER	Amplifier Rack	1 No
45	A-L12X AMPLIFIER	Amplifier Rack	1 No

ANNEXURE - IV
LIST OF LIGHTS AVAILABLE
(Subject to availability)

Sr. No.	Name of the Lights	Location	Current Status of Actual Working Items
1	Avolite Arena Light Controlling Board	FOH-Main Auditorium	1 No.
2	1 Kw PAR Cans	FOH	18 Nos.
3	LED PAR Can (New-RGBW)	FOH	12 Nos.
4	Warm White LED Par (New-Super Striker WW)	FOH	12 Nos.
5	1 kw Babies	Installed on 1st Light Batten	10 Nos.
6	400W LED Blinder light	1st Batton	4 Nos.
7	1 kw Babies	Installed on 2nd Light Batten	8 Nos.
8	Sharpy (New- Hulk LED BSW 320)	3rd Light Batton	8 Nos.
9	LED PAR Can (New-RGBW)	3rd Light Batton	8 Nos.
10	Moving LED Wash (New-Cyan 6000 XE)	3rd Light Batton	1 Nos.
11	Sharpy (New- Hulk LED BSW 320)	4th Batten	8 Nos.
12	Moving LED Wash (New-Cyan 6000 XE)	4th Batten	7 Nos.
13	1 Kw PAR cans	Left Side Wings	5 Nos.
14	LED PAR Can (New-RGBW)	Left Side Wings	6 Nos.
15	Warm White LED Par (New-Super Striker WW)	Left Side Wings	3 Nos.
16	1 Kw PAR cans	Right Side Wings	5 Nos.
17	LED PAR Can (New-RGBW)	Right Side Wings	6 Nos.
18	Warm White LED Par (New-Super Striker WW)	Right Side Wing	3 Nos.
19	Haze Machines (New)(Chargeable)	On Stage	2 Nos.
20	Follow Spot(Chargeable)	Movable item	1 Nos.
21	Strobe Light	On Stage	1 Nos.
22	1 LED Halogen (Stage Service Light)	Installed on 1st Light Batten	2 Nos.



To be given on Rs. 500 Stamp Paper and duly notarised

INDEMNITY BOND CUM UNDERTAKING

THIS INDENTURE is made at Mumbai on this 00th day of 0000 2000 BETWEEN _____, Event organizer residing at _____, hereinafter called "THE OBLIGOR" (which expression shall unless it be repugnant to the context or meaning thereof shall mean and include his/her/their heirs executors administrators OR their/its Director/s, Manager/s, Office Bearer/s for the time being of the said firm and permitted assigns) of the One Part AND SRI SHANMUKHANANDA FINE ARTS AND SANGEETHA SABHA, a Public Trust duly registered under the Maharashtra Public Trusts Act, 1950 and Societies' Registration Act, 1860 and having its registered office at Plot No.292, Comrade Harbanslal Marg, Flank Road, Sion (East), Mumbai 400022 hereinafter for the sake of brevity called "THE OBLIGEE" (which expression shall unless it be repugnant to the context or meaning thereof shall mean and include the Office bearers or the Office bearer for the time being of the said society, its administrators and assigns) of the Other Part;

WHEREAS the Obligees herein are the owners of an Auditorium known as Sri Shanmukhananda Chandrasekarendra Saraswati Auditorium located at the above address;

AND WHEREAS the Obligees herein are letting out their said Auditorium and their various other facilities in their Auditorium complex to interested persons for the purposes of holding their shows such as Musical Shows, Religious discourses, educational shows, political meetings, etc. to the patrons, event managers, etc. on the terms and conditions as determined by the Board of Trustees of the Sabha from time to time;

AND WHEREAS the Obligor herein has booked the Auditorium of the Obligees herein for his/her/their show titled _____ on ___ th day of _____ year _____ from _____ a.m./p.m. to _____ a.m./p.m.

AND WHEREAS the Obligees herein have agreed to permit the Obligor herein to book their Auditorium for his/her/their above show/s and have accepted the hall booking charges from the Obligor herein on an undertaking by the Obligor that for the due performance of his/her/their above programme on the day/ and time/s mentioned hereiabove, the Obligor herein has all requisite licences, permits, permissions, etc. from all concerned competent authorities including Police/ Municipal/ Entertainment Tax/ Indian Performing Rights Society (IPRS)/ Messrs Novex Authorised Agent Under Section 30 of Copyright Act, 1957, etc. and have also paid requisite charges, taxes, levies, duties, dues, copy right charges, etc. for the same to concerned competent authorities and have handed over the originals/ authentic copies of the same to the Obligees herein;

AND WHEREAS the Obligees herein in view of what is stated and claimed hereinabove by the Obligor herein has agreed to permit the Obligor to hold his/her/its show/s in the Auditorium on ___ th day of _____ year _____ subject to the Obligor herein executing an Indemnity cum Undertaking in favour of the Obligees as hereinafter appearing, and the Obligor herein has agreed to the same;

NOW THIS INDENTURE WITNESSETH that in the premises and in consideration of the Obligees agreeing to permit the Obligor here in to stage their show On ___ th day of _____ year _____ between _____ a.m./p.m. to _____ a.m./p.m. in Auditorium situated at Plot No. 292, Comrade Harbanslal Marg, Flank Road, Sion (East), Mumbai 400022. THE OBLIGOR so as to bind himself/herself/itself, his/her heirs executors administrators and assigns and their office bearers for the time being do hereby covenant with the Obligees that he/she/they the Obligor shall and will keep the Obligees, its office bearers, staff, administrators and assigns indemnified of from and against any claim, damage or litigation that may be foisted by any person/s including IPRS/Novex or any other person/s claiming to have suffered any loss/damage or copyright violation by virtue of the Obligees permitting the Obligor herein to perform in their Auditorium on ___ th DAY OF _____ year _____ between _____ a.m./p.m. to _____ a.m./p.m. on any basis whatsoever AND ALSO from and against all costs, charges and expenses, litigations, prosecutions, arrests of Obligees' Office bearers/ staff, workers and servants ,



Sri Shanmukhananda
FINE ARTS & SANGEETHA SABHA (Regd.)

administrators and assigns or any other person/s claiming by under or through the Obligee who may be put to or may incur or suffer any loss or damage by reason of any proceedings that may be adopted by such claimant/s as aforesaid on account of any proceedings that the Obligee may have to adopt to resist such claim that may be made by any such claimant/s.

IN WITNESS WHEREOF the Obligor has set and subscribed

his/her/their seal and signature hereto at Mumbai the day and year first hereinabove written.

SIGNED AND DELIVERED by _____)

The withinnamed OBLIGOR _____)

IN THE PRESENCE OF _____)

DATED THIS THE ____ DAY OF _____, 202

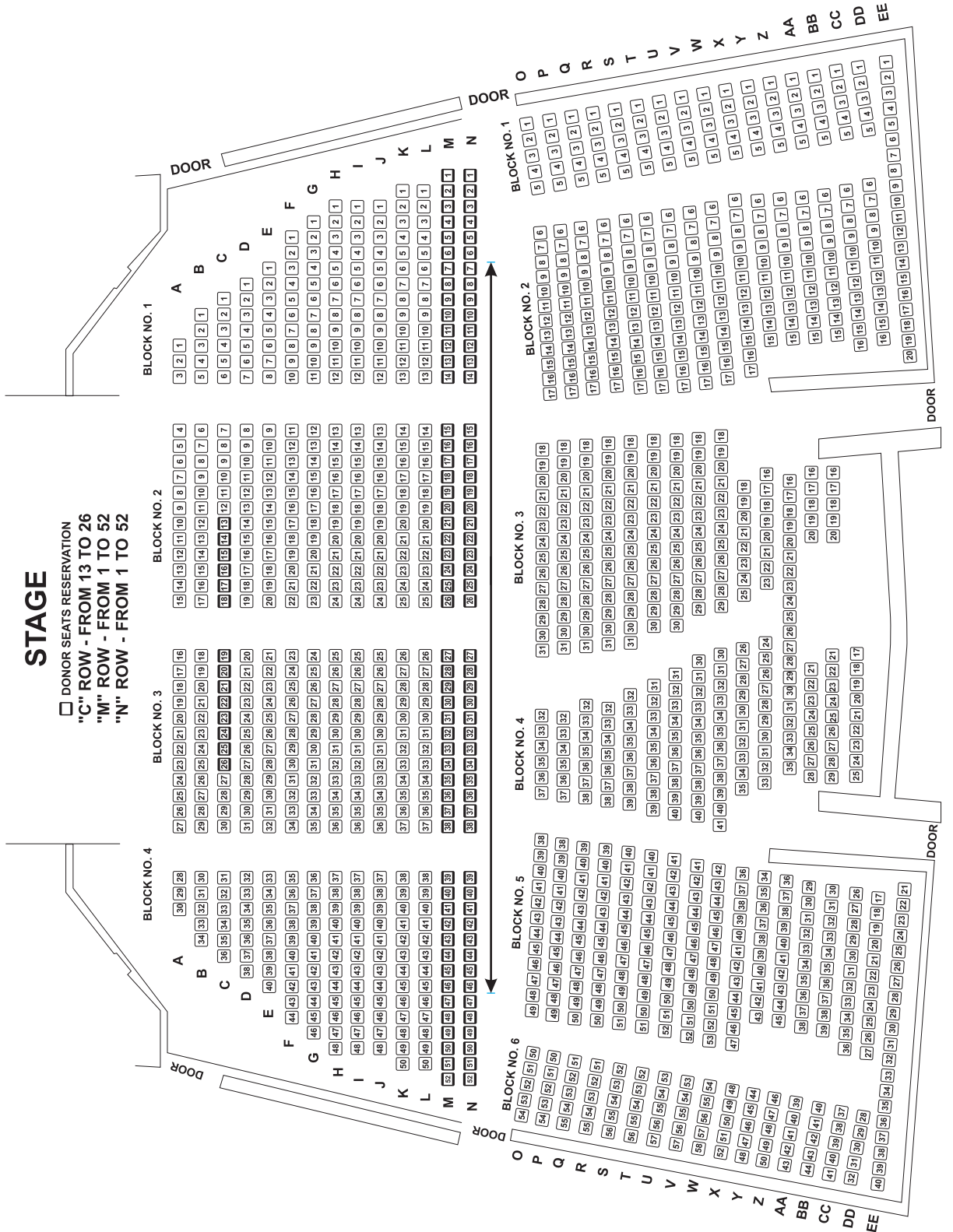


**SRI SHANMUKHANANDA
CHANDRASEKARENDRA SARASWATHI AUDITORIUM**

GROUND FLOOR TOTAL NOS. OF SEATS : 1467

STAGE

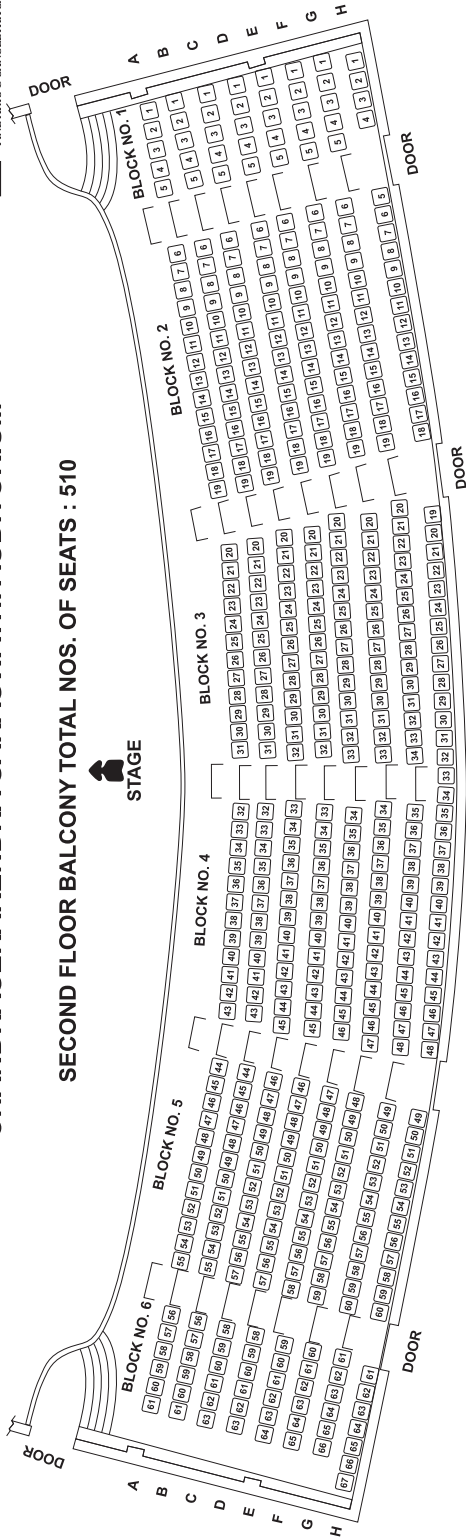
- DONOR SEATS RESERVATION
- "C" ROW - FROM 13 TO 26
- "M" ROW - FROM 1 TO 52
- "N" ROW - FROM 1 TO 52





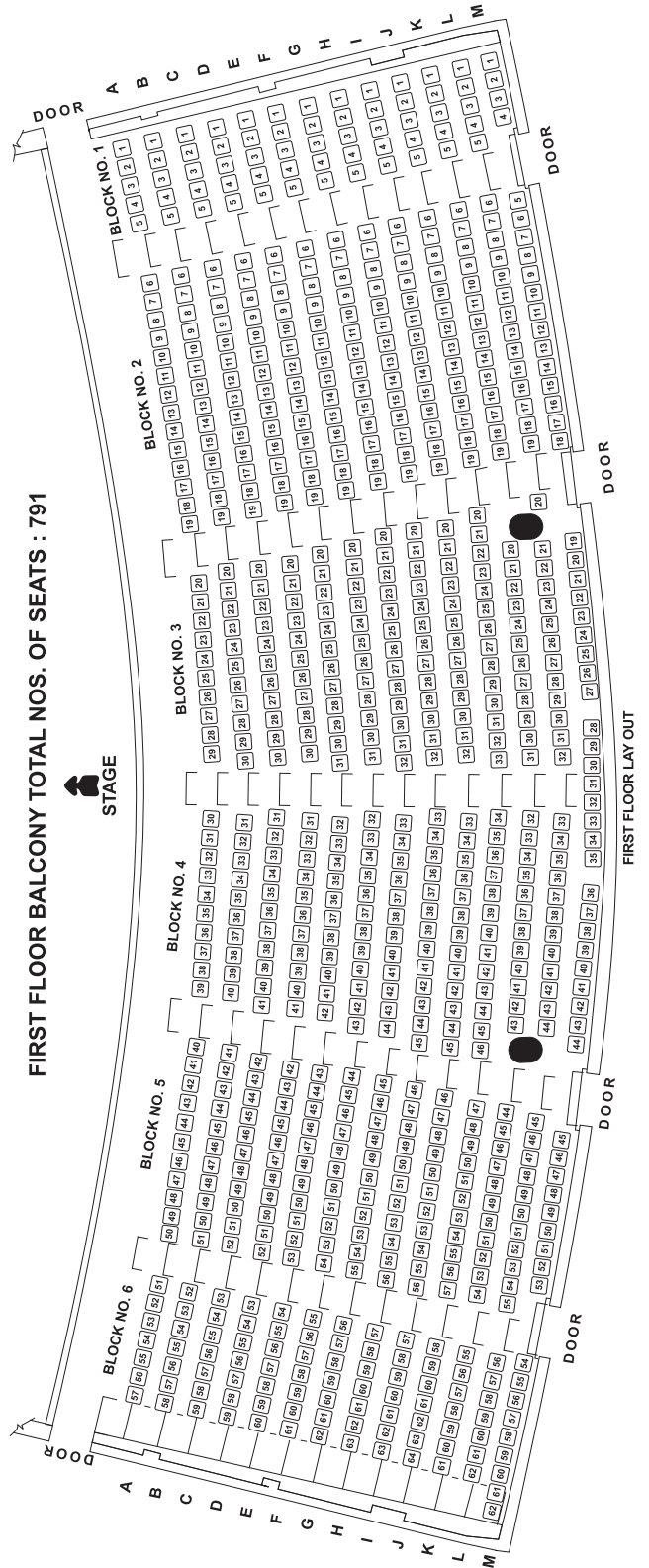
SRI SHANMUKHANANDA
CHANDRASEKARENDRA SARASWATHI AUDITORIUM

SECOND FLOOR BALCONY TOTAL NOS. OF SEATS : 510



SRI SHANMUKHANANDA
CHANDRASEKARENDRA SARASWATHI AUDITORIUM

FIRST FLOOR BALCONY TOTAL NOS. OF SEATS : 791



NOTE PAD



Sri Shanmukhananda
FINE ARTS & SANGEETHA SABHA (Regd.)

NOTE PAD