

Terms and Conditions for hiring OO Heaven

The Auditorium will be available for use between 0900 hrs to 2300 hrs. As per Administration Rules NO PERFORMANCE SHALL BE PERMITTED BEYOND 2300 HOURS. The Hall will normally be available for Shows/Rehearsal/Setup from 1100 hrs onwards. However, extra usage for Shows/Setup/Rehearsal before 1100 hrs or for Setup/Dismantling beyond 2300 hrs can be permitted with prior written consent of the Management and on payment of applicable additional charges.

1. GENERAL BOOKING TERMS:

- a) Booking will be accepted up to a maximum of 12 months in advance. In special cases booking can be accepted more than 12 months in advance at the discretion of the Management
VERBAL BOOKINGS WILL NOT BE ENTERTAINED.
- b) Charges are subject to change at the discretion of the Management and charges as applicable on the date of the show will be levied. Hirer will be informed accordingly. In case the Hirer does not accept any increase in charges after the confirmation of the booking of the Auditorium, they shall be entitled to cancellation with full refund within 7 days of the intimation of the changes.
- c) Notwithstanding confirmation of the booking and payment of advance, the Management reserves the right to refuse/cancel the booking of the Auditorium at any time without assigning any reason whatsoever. In such an event any advance received shall be refunded without levy of any cancellation charges.

2. Cancellation Policy:

A Hirer may cancel the Hall Booking at any time after paying the applicable cancellation charges as specified

days before the show date	cancellation amount
15	100%
30	50%
above 30	10%

3. IMPORTANT:

- a) Ensure that all stage properties and props are fire proof.
- b) Poster/banners/publicity materials will be allowed to be displayed only at specified places provided for this purpose.
- c) The Hirer undertakes not to continue the performance beyond 2300 Hours ..

4. DONOT's:

- a) Smoking, consumption of liquor, drinks and eatables, carrying of firearms, weapons, briefcases, transistors, hand bags, tiffin boxes, food packets, bottles, etc., within the Auditorium.
- b) Any performance that can result in harm or injury to any one or damage anything.
- c) Fixing of nails, tacks, tapes, posters, etc., on any of the walls and stage area.
- d) Sale of commercial items or products.

5. Catering facility:

Oo heaven does not have a cafeteria, If a hirer wants to use an outside caterer, then this may be allowed in levy of cleaning and maintenance charges. Catering services will be allowed only for approximately 40-50 persons in the foyer area.

6. CARRYING OF DRINKS AND EATABLES INTO AUDITORIUM:

It will be the responsibility of the Hirer to ensure that no drinks or eatables are allowed inside the Auditorium. In the event of the Hirer failing to do so, the Management may levy an appropriate fine not exceeding Rs. 5000/-for the breach of this condition.

7.USE OF LOBBY / FOYER:

The Foyer of auditorium is available to the Hirer for receiving & seeing off guests & spectators. No decoration inside the Foyer including on the floor or on the walls shall take place without prior permission of the Management. Similarly any Counter or Stall or a special display may be erected in the Foyer area only after obtaining suitable permission from the Management and payment of applicable charges.

8. ERECTION OF HEAVY/ELABORATE SETS ON STAGE:

The Auditorium may, if necessary, levy a charge for allowing the Hirer to carry out the erection. The Hirer shall furthermore undertake to restore all Stage Properties to their original state after the conclusion of their performance. The Auditorium Management reserves the right to refuse any action involving major alterations in the Stage Layout/other properties or stage loading, etc., which may not be considered appropriate. The Management also reserves the right to levy any damage charges at the conclusion of the Show at its sole discretion.

9.OTHER TERMS

- a) Management will not be liable for any loss in case the Hirer is unable to use the Auditorium due to failure of electricity, riot, strike, earthquake, an act of war or for any other reason beyond the control of the Management of the Auditorium.
- b) Final charges will be levied at actuals as per prevailing rates on show dates and as per actual utilization of facilities. Any damage to the Auditorium property will be charged on actuals at the time of final billing and this will be binding on the Booking Party. Rate for utilities is as per table given in Contract Form.
- c) At the conclusion of every show, a Hall Utilization Statement will be put up to the Hirer/their representative. The Hirer/their representative at that time may discuss and point out any discrepancy which may exist in the Statement. In the event of no representative of the Hirer being available or such a representative failing to sign the statement, the decision of the Hall Management will be final and binding.
- d) Any additions or amendments to the Terms & Conditions made by the Management from time to time will be binding on the party booking the Auditorium. The decision of the Management in the interpretation of the terms and conditions is final and binding.
- e) The booking party will be solely responsible for any loss/damage to any property brought for the performance or kept in the Auditorium premises. In the event of the booking party bringing in any equipment or items into the Auditorium, they shall be fully responsible for all safety, other legal/statutory requirements, third party risks, etc. and the Management stands indemnified against all such risks.
- f) The Hirer shall ensure that all persons brought in by them to carry out the performance including any stage workers, Sound/Light operators/technician/helpers etc. fully meet the legal and statutory requirement. The Hirer shall also be responsible for their safety, discipline etc. The Auditorium Management stands indemnified for any claim including third party risk which may arise on account of any injury or otherwise.
- g) Adjustment of Sound levels and Lighting must be completed one hour before commencement of the show.
- h) All persons entering the Auditorium may be subjected to security checks including body search. Hand bags including ladies handbags may also be subjected to security checks.

THE HIRER WILL ENSURE STRICT COMPLIANCE OF THE ABOVE TERMS. THE MANAGEMENT WILL HAVE THE RIGHT TO STOP/SUSPEND THE SHOW IN CASE OF VIOLATION OF ANY OF THE TERMS AND CONDITIONS WITHOUT REFUND OF ANY ADVANCE OR SHOW CHARGES.

Refund Amount may be credited through Electronic Fund Transfer in the account as per details below

PARTY NAME:

A/C NO:

IFSC CODE:

TYPE OF A/C : SB/CA BANK: NAME AND ADDRESS