

PROCEDURE FOR BOOKING & GENERAL CONDITIONS
FOR ALLOTMENT OF NFSC AUDITORIUM.

AUDITORIUM ON RENT

As per the approval from competent authority it is decided that NFSC will let out the Auditorium of having capacity 700 seats to Government /Semi Government Organisations/PSUs/NGO/Associations/Societies/Private School & College etc. for conferences, meetings on such days and at such time, when it is not required for use by NFSC, Nagpur and on such terms and conditions as prescribed from time to time by the said NFSC, Nagpur Committee.

Performance of Qawalies, Orchestras, Fashion Shows, Beauty Contest, cultural programs, religious programs, reality show, audition event, etc. are strictly prohibited at NFSC, Nagpur Auditorium.

Spitting, smoking, drinking liquor, committing nuisance of any kind or otherwise, making any portion of the Auditorium or furniture walls, etc., dirty in any way is strictly prohibited and the applicant shall be responsible for the observance of these rules. Splitting on walls/floors, rooms or any surrounding area of NFSC, Nagpur is strictly prohibited & a fine of Rs. 1000/- per incidence shall be charged from the organizers and/ security deposit will be forfeited.

- a) Application form (along with full maintenance charges & Security Deposit) shall be made to Director National Fire Service College, Rajnagar, Nagpur-440013.
- b) Each application form for the use of the Auditorium should be accompanied by Demand Draft/Cheque in favour of "Director National Fire Service College" with the requisite full amount at the time of booking. No booking shall be treated as confirmed unless payment of the full amount to NFSC. The Auditorium will be handed over only on paying of full rental charges and Security Deposit.
- c) The booking of Auditorium can be made maximum 30 days in advance.
- d) Application form (as available in website and office) has to be filled in and submitted, with detail/writ up of event to be held at NFSC Auditorium. NFSC will review applicants proposal and intimate within 1 or 2 working days from the date of submission of the application form. The above venue will be available on rent subject to availability. Confirmation of an allotment shall be obtained from the Accounts Section, NFSC, Nagpur.
- e) The control & management of NFSC Auditorium shall be entrusted in the Committee of NFSC Auditorium. The Committee or any officer who is authorized by it on its behalf, after scrutinizing the applications for the use of the Auditorium, may accept or reject without assigning any reason. Their decision shall be final and binding to the applicant.
- f) Rates of Auditorium are subject to change and the same shall be brought to the notice through uploading of the same on College website www.nfscnagpur.nic.in.
- g) If, at any time after the grant of permission for the use of the Auditorium, if Committee of NFSC considers that;
 - i. The performance, or the meeting as the case may be, for which permission has been granted, i) is objectionable or, ii) is transgressing or likely to transgress any of the Rules and Regulations relating to the use of Auditorium, or
 - ii. The applicant has made false statement concerning the scope and object of the meeting or performance, NFSC shall be at liberty to cancel the permission to use the Auditorium without assigning any reason.
- h) NFSC, Nagpur shall have the authority at any time to cancel the permission already granted to any applicant without assigning any reason. In such case, the applicant shall

be refunded the amount already paid by them without interest thereon. The applicant shall not be entitled to claim any damages or compensation, whatsoever by reason of such cancellation.

**TARIFF :- (BOOKING CHARGES) (TIME: 09 AM TO 07.00 PM)
RATE FOR ANY 08 HOURS.**

RATE FOR ANY GO HOUSE

Particulars	Government Organization / Institution	Semi Government Organization /Institution / PSU	Government /Semi Government Organisations/PSUs/NGO/Associations/Societies/Private School & College
Booking Charges	Rs. 25,000/- +	Rs. 40,000/-	Rs. 80,000/-
Security Deposit	Rs. 10,000	Rs. 10,000	Rs. 20,000
Housekeeping Service at the Auditorium-on the event day and next day- 2 persons X 2 days= four mandays	For deployment of these services for the booked event, the charges thereof shall be directly paid to the existing Service Providers at the time of event/function, as informed by NFSC. (Existing rates for Housekeeping-Rs. 850/- per day per person X 4= 3400/- Security Guards= Rs. 990/-per day per guard X 4= 3960) and shall be changed from time to time.		
Security Guards at the Main Entrance Gate, Auditorium and maintaining smooth parking of the vehicles within the campus. 4 mandays on the event day			
Booking includes provision of auditorium, two green rooms, audio-visual system with D.G. backup, outside premise and parking a			
CONTACT DETAILS:-	Tel. No. 07122982225 Mob. No. 8275371956 Email:- nfscnagpur-mha@nic.in Website (for download of an application form) www.nfscnagpur.nic.in Address:- Rajnagar, Takli Feeder Road, Nagpur-440013		
Booking includes a provision of auditorium, two green rooms, light arrangements, Dias accessories (tables, curtains, flower pots, artificial flowers decorated, podium) audio-visual system with D.G. backup, outside premise and parking area. Any outside/additional equipment/material/food etc. will be strictly prohibited inside the Auditorium			

All payments to be made by /DD/Cheque mode

College Name	National Fire Service College
Account Type	Current
Name of Bank	Director National Fire Service
Account Holder	College

DATE CHANGE/CANCELLATION PRECEDURE:-

For the Postpone or Prepone/ cancellation of the events the Auditorium is booked for, for booking the charges need to be paid by the applicant as per schedule, with prior intimation in writing, subject to availability of dates. The amount has to pay by the applicant in addition to the charges paid for booking. Cancellation charges shall be deducted from the total amount/ security deposit. The schedule for cancellation/postponement charges will be as follows:-

Schedule for cancellation/postponement charges will be as follows:-

Particular	Cancellation/pre-pone or postpone charges
On or before 7 days of the Event/program	Nil
Within 6 days of the Event	50% and shall be recovered from Booking Charges, already paid.

In case, the **Security Deposit** amount is not sufficient for the mount to be deducted, then the applicant need to make extra payment to NFSC.

The Security Deposit for an auditorium hall is asked for the following purposes:

- **Damage Coverage:** To cover any potential damages to the property or equipment during the event.
- **Cleaning Fees:** To ensure the venue is cleaned and restored to its original condition after the event.
- **Booking Confirmation:** To secure the booking and ensure the event organizers are committed to the date.
- **Compliance with Rules/Guidelines:** To ensure that the organizers comply with the rules and regulations of the auditorium.

In case everything is in order after the event, the Security Deposit shall be refunded. If there are any damages or additional expenses, the costs shall be deducted from the deposit before the refund. If, the cost of damage/s exceed the amount of Security Deposit, then the same shall be recovered from the concerned Party.

GUIDELINES AND SOP FOR BOOKING OF NFSC AUDITORIUM

- 1) Auditorium can only be booked for Government and Semi-Government Organisation/Institutions, PSU & School/College etc.).
- 2) Booking of the auditorium shall be **only be permitted to be used at the discretion of the Committee of NFSC, Nagpur to Government /Semi Government Organisations/PSUs/NGO/Associations/Societies/Private School & College etc. for conferences/seminars/meetings/training on such days and at such time when it is not required for use of NFSC, Nagpur and on such terms and conditions as prescribed from time to time by the said Committee/Director, NFSC, Nagpur.**
- 3) Auditorium shall be booked for a maximum period of two days for a particular event.
- 4) Auditorium shall be booked from 9 AM to 7 PM and has to be vacated within one hour after the event is over with ensuring all cleanliness.
- 5) Auditorium shall not be booked for any Cultural functions/Political Activities.
- 6) All request for bookings of auditorium shall be made to the Officer-in-Charge, Estates, NFSC Auditorium/ Director NFSC.
- 7) Booking amount has to be paid within a week's time of provisional allotment.
- 8) Booking shall be considered as confirmed, once full booking amount is paid.
- 9) Performance of Qawalies, Orchestras, Fashion Shows, Beauty Contest, cultural programs, religious programs, reality show, audition event, etc. are strictly prohibited at NFSC, Nagpur Auditorium

- 10) All reservations shall be made on prescribed form only. Verbal/telephonic reservations shall not be entertained.
- 11) Prior to the start of the program, a safety briefing video will be played to ensure all attendees are informed about emergency exits, fire procedures, first aid, and the safety protocols in place for the event.
- 12) Director, NFSC reserves the rights to refuse booking of the auditorium or to revise the auditorium booking charges at any time without assigning any reason.
- 13) The Auditorium is equipped with a stage, sound and light equipment, Air-Conditioning, Generator etc. for efficient services. While every effort shall be made to maintain the service in order. NFSC, Nagpur shall not responsible for any failure of breakdown or curtailment thereof and its total responsibility of organizer/party/applicant.
- 14) Sound system with high noise will not be allowed also outside sound system is not permitted. No music of any kind shall be played at the entrance nor shall loudspeaker/ any sound system be installed outside the Auditorium area.
- 15) If any damages made to the Auditorium fittings, fixtures, etc., during the course of use, the organizer shall be responsible to repay the cost of loss by making payment through DD or from the caution money as may be decided by the Director NFSC.
- 16) The Institute administration shall not be responsible for losses/damages of the articles or property of the hiring Organization used in the performance or kept in the auditorium premises.
- 17) The NFSC, NAGPUR will not be liable for any loss, if the party cannot use the auditorium due to failure of electricity, generator, riot, fire, strike, earthquake, an act of war or an act of God.
- 18) No program shall be allowed in the Auditorium which would constitute an infringement of copyright of any individual or institution. If any such program take place before the knowledge or infringement comes to light, the applicant infringing the copyright shall be responsible for all consequences, legal or otherwise which may follow, NFSC, NAGPUR or any official shall in no way be held responsible for the same. The applicant shall give an undertaking in writing that the performance does not infringe the copyright and /trademarks law. It is obligatory for those renting NFSC, NAGPUR venues for program, to secure the necessary clearances/no objection permits, so that intellectual property rights are not violated. NFSC, NAGPUR will not be held responsible in case of any such violation. In the event of any infringement of these regulations, Authorized Official of NFSC, Nagpur is entitled to close down the operation of the applicant immediately without assigning reasons.
- 19) The use of the Auditorium shall be available in order of reservation made in advance but for any reason, if it is not possible to allow the use thereof, NFSC, NAGPUR shall not be responsible in any respect, and in this event, the amount standing to the credit of NFSC, Nagpur shall be fully refunded but, the applicant shall not be entitled to any damage or compensation on that account.
- 20) The permission to use the Auditorium is strictly limited to the stage, the Auditorium and the necessary adjuncts thereof, it does not include access or right of user for any other part of floors of the building except toilets at the first/ground floor. Applicant shall see that the participants for program should not enter the prohibited area marked
- 21) Overall security of NFSC, Nagpur building which houses the Auditorium is available, however, special/additional security requirement by the applicant will have to be arranged by him at his own cost, the arrangements for which will have to be done by

him, with the approval of NFSC, NAGPUR Committee. The entire security will be responsibility of the applicant party/organizer

- 22) The applicant shall make his own arrangement for the insurance cover for all types of risks for his own and third parties property and life. NFSC, NAGPUR does not accept any responsibility for any loss or damages to the property and life in whatsoever manner of any liability towards him or third parties,
- 23) All programs, and proceeding of the meeting or gatherings conducted by the applicant shall be orderly and entirely lawful and strictly within the scope of the objects for which the use of the Auditorium is permitted. The applicant shall undertake all responsibility and NFSC, NAGPUR shall in no way, be held responsible in this matter. The applicant shall ensure no damages take place to the property, furniture, fixtures and fittings of the Auditorium.
- 24) Posters/Banners of publicity shall not be allowed to be displayed on any portion of the auditorium. It can be allowed at the designated space specified in the auditorium. Posters or notices are allowed only on standee in foyer, outside the auditorium. The applicant shall make an adequate arrangements of security personnel to ensure avoidance of such incidents.
- 25) The NFSC committee connected with the Auditorium shall have full authority to enter any part of the stage or auditorium during the use of the same by the applicant. Some say five seats in first row for any shows/ events shall be made available without any charges, to NFSC Authorities to be used by them, as they think proper. NFSC shall be entitled to issue passes for the said seats which will be accepted by the party using the Auditorium. The applicant will not allow overcrowding in the Auditorium which has a seating arrangement of 700 seats inclusive of five seats reserved for the NFSC Authorities.
- 26) The applicant shall be solely responsible for: A) Proper use of the Auditorium, furniture, fixture and fittings and other properties of NFSC. B) Any damages that may be caused to the Auditorium, furniture, fixtures and fittings or properties of NFSC. C) Observance of police and Municipal Rules and Regulations in force for the time being, including non-use of the Auditorium beyond the stipulated period fixed by the NFSC
- 27) All programs at Auditorium attract mandatory license/approval/payment of any tax/ which should be secured by the organizers well before the event. Any penalty/fines occurring due to non-compliance will be bore by organizers.
- 28) Not earlier than a day before the day of the use, the applicant shall be allowed to display, only one signboard or one banner at the side/front entrance of NFSC, subject to approval of the committee No banner or other display or advertisement of any kind in connection with program or function will be permitted within the NFSC premises or on the road in the vicinity.
- 29) Every applicant holds his programs at the Auditorium at his own risk. The applicant hereby agrees to indemnify NFSC and keep them indemnified against any legal proceedings or cost, charges, expenses and/or damages that may be suffered, incurred or borne or which may rise from any non-settlement of payments and any injury or accident caused to property used by him or by his agents, representative, contractors or employees, neither the applicant nor his agents, representatives, contractors or employees will have any claims against NFSC 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 in the Auditorium. The applicant shall effectively

indemnify NFSC from any liability whatsoever including that of any injury or harm to the visiting public arising out of the program held at the Auditorium. The applicant shall notify his agents, representative, contractors and employees of these conditions. It is not 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 hire charges shall be strictly in respect of the user of the Auditorium area for specified period. Further that the user shall not be authorized to let / sublet / assign whole or part of the Auditorium area to any other person / persons.

- 30) The decision of the NFSC Auditorium committee, as regards interpretation / relaxation of the rules and regulations shall be final and binding on the applicant. The NFSC reserves the right to revise the auditorium rules or charges at any time without assigning any reason. Director, NFSC has a right to cancel any allotment made at any stage, without assigning any reasons.
- 31) Applicant shall submit the photocopy of the documents as may be relevant or required within one week before the performance/ program, to the NFSC wherever applicable (if required), Payment of additional tax paid to N.M.C. in case of performance by Foreign Troupes. Clearance Certificate obtained from the Security Board of the Government of Maharashtra. Permission of the Author Payment of Entertainment Tax to the Collector of Nagpur, wherever applicable and any other relevant documents. The applicant/ party will furnish a certificate of exemption from the entertainment tax authority 7 days before the program if the entry is for sale of tickets, failing which the payment of tax will be the party's liability.
- 32) No vehicle shall be allowed for parking near the entrance of auditorium except at the authorized parking space.
- 33) No extra lights or mic or audio-video equipment's shall be installed by the organizer. Any other facility to be used other than provided shall require prior permission from the auditorium in-charge, his/her decision shall be final.
- 34) Smoking/chewing of betel leaf is strictly prohibited in the premises of the auditorium. The organizer booking the premises ensure that the rule is not violated. In case of violation, the security deposit shall be forfeited and legal action shall be also taken.
- 35) For any mis-happening/incident/medical emergencies during the program, the responsibility shall be that of the organizer.
- 36) Organizers are advised to take care of Conference material/Technical equipment's/Personal belongings, as NFSC, Nagpur administration is not responsible for their safety.
- 37) In view of the Security requirement, Organizers of the program are requested to nominate designated representatives for identifying delegates and guests to ensure that only invited persons are allowed to attend the program .
- 38) Organizers are requested to avoid making noise inside & outside the meeting venues and strictly adhere to the time slot for which bookings have been made.
- 39) Only limited external furniture is permitted into the auditorium with prior approval. The furniture inside the Auditorium should not be shifted to any other place.
- 40) The Director, National Fire Service College, Nagpur shall have the right to alter, modify, to add or to delete the Terms and Conditions and the Guidelines mentioned in this Annexure in future.

Do's:-

1. Make floral decorations at designated places only.
2. Stick posters/banners on standees at designated places only.
3. The Organizer / Authority shall be responsible for the conduct / behavior / discipline of the invitees' participants/students.

Don'ts:-

1. Do not carry/serve beverages, cold drinks or any type of eatables inside the auditorium.
2. Do not smoke or chew betel nuts inside the auditorium.'
3. Do not carry arms, ammunitions or inflammables inside the auditorium.
4. Do not spoil the seats, carpets inside the auditorium.
5. Do not place any posters or banners on walls inside or outside the auditorium.
6. Do not stand on the seats.
7. Do not sit more than one on a single seat.
8. Do not park your vehicles in front of the entrance gate.
9. Do not overcrowd the auditorium or its premises.
10. Do not display of goods/products inside the Auditorium.
11. Do not play sound system/ loud music after 10:00 pm in auditorium premises.
12. Do not use fireworks within the premises of auditorium.


Other Term and Conditions:-

1. The Sound System/Music is permitted till 6 pm. as per rules or else this Organizer be solely responsible for whatever legal action due to violation of rules in this regards.
2. Eatables, soft drinks shall not be allowed inside the auditorium. Tea / Snacks / Lunch / Dinner shall not be allowed inside the auditorium and shall be allowed to be served only in the designated place of the auditorium with prior permission.
3. The organizer of the program / function be responsible for the safety of life of participants and property inside the auditorium / the campus and indemnify any loss / damage caused.

Disclaimer:-

Whatever views are expressed during Speech/Oration inside NFSC, Nagpur auditorium, are Operator's/ Person's personal view and NFSC, Nagpur administration has nothing to do with that.

NFSC, Nagpur do not support any anti-national or communal/ religious sentiments provoking statements made by anyone during any of the events.


(एन.बी.शिंगणे)
निदेशक

भारत सरकार
गृह मंत्रालय
राष्ट्रीय अग्निशमन सेवा महाविद्यालय
राजनगर, नागपुर -440013



GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
NATIONAL FIRE SERVICE COLLEGE
Rajnagar, **NAGPUR - 440 013**

Telephone-one No. 0712-2982225 Telefax No. 2982224 website:- nfscnagpur.nic.in, email:- nfscnagpur-mha@nic.in

APPLICATION FORM FOR NFSC AUDITORIUM BOOKING

No.	Particulars	Information
1	Name of the Organisation	
2	<u>Category of the Organisation</u> (Government /Semi Government Organisations/PSUs/NGO/Associations/Societies/Private School & College) <i>(Rental charges are depend upon selection of the category) Kindly mention the exact category as mentioned above.</i>	
3	Name of the person booking the facility	
4	Contact details	Office No. _____ Mobile No. _____
5	Purpose of Event in detail :-	
6	Event Date/s	
We agree to the Terms and Conditions attached as Annexure-I with this Application Form.		
Signature _____		
Name in full _____		
Designation:- _____		
Place:- _____		
Dated: _____		