



## Guidelines for Booking of Auditorium

### General Rules:

1. The Auditorium will primarily be booked only for academic activities such as Lectures, seminars, conferences, symposiums, workshops, etc. Priority for booking the auditorium will be for IIIT Manipur activities.
2. The Auditorium will not be booked for any political/religious activities, general body meetings, holding of elections of office bearers of societies, convocations, birthday/foundation day events of any organization/society, etc.
3. There are 193 seats in the Auditorium.
4. The Auditorium may be booked for a Half-day (Morning/Afternoon) or for a full-day event during the normal office hours from 9.00 a.m. to 6.00 p.m. and to be vacated within an hour after the meeting. This is not applicable to IIIT Manipur activities.
5. Children below 8 years of age are allowed with their parents/attendants only in the Auditorium.
6. All reservations will be made on the prescribed form only. Verbal/telephonic reservations will not be entertained. Grounds near the Auditorium cannot be booked or used for activities. IIIT Manipur reserves the right to refuse to book the auditorium or to revise the auditorium booking charges at any time without assigning any reason.
7. The damage, if any, made to the Auditorium fittings, fixtures, etc., during the course of use, the organizer will be responsible to make such loss by making payment through DD or from the security deposit as may be decided by the IIIT Manipur.
8. The Institute will not be held responsible for losses/damages of the properties of the hiring organization used in the performance or kept in the auditorium premises.
9. Posters/Banners of publicity will not be allowed to be stuck on any portion of the auditorium but will be allowed at the designated space specified in the auditorium. Posters or notices are allowed only in Foyer, outside the auditorium.
10. No extra lights or mikes or audio-video equipment will be installed by the organizer without prior permission. Any other facility to be used other than provided will require prior permission from the auditorium in charge and charges may be levied on the same if extra electricity or water is involved in the use of that facility.
11. Smoking and drinking alcoholic drinks are strictly prohibited on the premises of the academy. The organizer booking the premises shall ensure that the rule is not violated. In case of violation, legal action may also be taken.
12. Designated spaces have been marked out for floral rangoli and floral decorations. Only floral



decorations are allowed. Display of goods/products is not permitted inside or outside the Auditorium.

13. No fireworks will be allowed within the premises of the auditorium and Institute. The Institute is legally responsible for enforcing the fire safety regulations in the venue within the IIIT Manipur premises.
14. For any mishappening/incident/medical emergencies during the program, the responsibility will be that of the organizer. No medical facility is available on the IIIT Manipur premises.
15. Organizers are advised to take care of conference material/technical equipment/ personal belongings, as IIIT Manipur is not responsible for their safety.
16. In view of the prevailing security environment during the event, organizers of the program are to nominate designated representatives for identifying delegates and guests to ensure that only invited persons are allowed to attend the program.
17. In case the organizer is unable to use the booking venues due to any mechanical/electricity failure or on account of riot/fire/earthquake or an act of war or an act of God, IIIT Manipur will not be liable for any loss suffered by the booking organization and the organizer will cooperate with the staff of IIIT Manipur.
18. Organizers are requested to avoid making noise inside and outside the meeting venues and strictly adhere to the time slot for which bookings have been made.
19. Organizers are requested to avoid overcrowding in the hall and premises.
20. 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.
21. The organizers have to sign the occupation and vacation reports available with the Auditorium in charge, while taking over and handing over the venue.
22. The organizer will obtain Police permission prior to the performance of the event and will be responsible for the maintenance of law and order, traffic control, etc.
23. No vehicle will be allowed for parking inside the compound except at the authorized parking space.

**Tariff Rules:**

1. All booking reservations for the auditorium will be made on the prescribed form (enclosed) only. Verbal/ telephonic reservations will not be permissible.
2. Only after approval, full booking charges must be deposited as per guidelines within 3 days of approval. Booking will be cancelled after that and a fresh application will be required for booking.



3. Booking amount for the auditorium will be as follows:

Session	Charges without GST	Charges with GST
Half-day (Morning/Afternoon Session)	Rs. 5,000/-	Rs. 5,900/-
Full-day	Rs. 10,000/-	Rs. 11,800/-

**Note:** The fuel charges for DG and any other miscellaneous expenses will be charged extra. This is not applicable to IIIT Manipur activities.

4. The organizers are advised to collect a confirmation letter of booking of the Auditorium from the concerned office after submitting the usual tariff of Rs. 5,000/- (Rs. Five Thousand only) at least 7 days before the program.
5. The charges for booking is to be paid in the Institute account (details below) preferably through NEFT and the proof of payment is to be deposited to the institute.

**Account Name: IIIT Society Manipur (Indian Institute of Information Technology Society Manipur)**

**Account No.: 264301000132**

**Bank Name: ICICI Bank; Branch Name: Porompat, Imphal; Branch Code: 002643**

**IFSC: ICIC0002643**

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

**Refreshments :**

1. Lunch or any other refreshment, eatables, etc. will not be permitted inside the auditorium. However, lunch or refreshments may be arranged on the verandah of the auditorium or the space next to the auditorium.
2. Organizers should ensure that the premises are cleaned up once the event is over.