

**APPLICATION FORM SET
FOR
NEHRU CENTRE CONFERENCE HALL
HALL OF HARMONY**

(Nehru Centre Registered under the Societies Registration – Act. 1860.)
Dr. Annie Besant Road, Worli, Mumbai – 400 018.
Tel: +912224964676/80 Ext: 139 Fax: +912224965857

To
Director (Finance & Administration)
Nehru Centre
Dr. Annie Besant Road,
Worli, Mumbai – 400 018.

Dear Sir,

Kindly grant me/us permission to use the Nehru Centre **HALL OF HARMONY**

For _____

From _____ to _____

I/We have read the Rules and Regulations relating to the administration of the Hall as stipulated by you and furnished to me/us separately and I/We hereby agree by them.

I/We also hereby agree and undertake to observe and perform all the rules and regulation of B.M.C. and also follow, all the legal formalities in connection with the area of Conference Hall.

I/We here by state that I/We will not carry out any illegal or unlawful activity in the said Conference Hall. I/We hereby further agree to indemnify and keep indemnified the Nehru Centre as also its officials against any costs, charges, expenses, damages, claims or demands that may be suffered, borne or be made against them in view of the use of the said Conference Hall by me/us.

I/We herewith submit Bank Demand Draft No. _____ dt. _____

Drawn on _____ for Rs. _____

Being full maintenance charges including General Security Deposit for booking Conference Hall space drawn in favour of Nehru Centre, Mumbai. I/We have noted that advance payment of Maintenance charges will be automatically forfeited if we cancel the confirmed booking of the Conference Hall, irrespective of the fact whether I/We utilize the said Conference Hall, or not except when my/our application is not accepted by Nehru Centre.

The relevant information as required by you is given as follows:

1. Name of Seminar/Conference : _____
2. Dates : Form _____ to _____
3. Conference Hall to be booked : From _____ to _____
(both days inclusive)
4. Details of Conference giving aims and objective : (Add detailed enclosure)

5. Space requirement timings : i) 9.00 am to 7.00 pm
(State clearly witch shift : ii) 9.00 am to 1.00 pm
required to be booked) : iii) 3.00 pm to 7.00 pm
6. Is admission free or by tickets :
7. Name of Institution :
Company Organisation
(Organising the Conference)
8. Address & Telephone No. :
9. Applicant's full Name :
10. Applicant's Connection :
with the Organisation
Institution
11. Name of the Chairman/ :
President/head of the
Company/Organisation
(Organising the
Conference)
12. Refund of G.S.D. :
(Indicate clearly in what
Name the refund of Balance
of G.S.D. to be made &
receipts of payments to be
issued by us).

The Director (Finance & Administration) of Nehru Centre will be informed about the final details of the Seminar/Conference Programme 15 days before it starts.

I/We/am/are aware that the Nehru Centre's decision to accept or reject my/our application shall be final and binding on me /us.

Yours faithfully,

Date:

Signature of applicant

No. of enclosure

Name & Designation

HALL OF HARMONY
(Air Conditioned – Ground Floor)
NEHRU CENTRE, WORLI, MUMBAI – 400 018

GENERAL RULES AND REGULATIONS

- i) Conference Hall space will be permitted to be used on such days and at such time, when it is not required for use by Nehru Centre, and on such terms and conditions as prescribed from time to time.
- ii) The application in the prescribed form for use of Hall of Harmony be made at least a month before the day on which the hall is needed.
- iii) The booking allotted to organisers shall be used by him/ them for the purpose as enumerated in the application and accepted for by Nehru Centre.
- iv) In the event of cancellation of the booking by the party for their own reasons the amount so paid by the party stands automatically forfeited, G.S.D shall be refunded as per procedure.
- v) (a) No music of any kind shall be played at the entrance nor shall loudspeakers be installed outside the entrance of Hall of Harmony.

(b) At Hall of Harmony music, dance, and cultural performances are not allowed unless prior approved in writing. Sound mixer with sound equipments, light equipments etc. are not allowed from outside agencies.
- vi) Nehru Centre has authority to cancel the booking without assigning any reasons.
- vii) (a) The organisers are responsible for complying with all the legal requirements like obtaining permission of B.M.C., Police and of such authorities as required under the rules. Copies of such permission should be forwarded to Nehru Centre atleast one day prior to the day of the programme. Failure to comply with any of the requirement will result in cancellation of the booking and forfeiture of the amount paid.

(b) If accepted performance of music, dance, acting, bhajan, singing etc, organizer shall have to obtain performance license from the competent authorities being mandatory requirements. Copy of the said license shall have to be forwarded to this office atleast week in advance for allotting possession of the hall, which please note.
- viii) Alteration in seating layout is not at all acceptable.
- ix) Additional lights, sound equipment from outside are not allowed to be used in the hall.
- x) The programme should be conducted in an orderly manner without disturbing other activities going on in Nehru Centre.
- xi) Serving of tea, coffee or any other drinks and eatables is strictly prohibited inside the hall.
- xii) Tea, coffee, soft drinks and snacks can be served outside and at the assigned place. Arrangement for this has to be made with Nehru Centre's approved agency only. (i.e. Sole caterers for Nehru Centre)
- xiii) Use of banners, posters, backdrop etc. is not allowed except with prior permission.
- xiv) Tariff and other provisions regarding booking etc. can be changed, deleted, added and modified from time to time by Nehru Centre at its discretion.
- xv) The Director (Finance & Administration) acts as the authorized officer to deal with the matters regarding relaxation and interpretation of the rules etc. His decision is final in all the matters.

xvi) Intimation of VVIPs shall have to conveyed to this office as well as local police station at the time of booking or at the time of confirmation from VVIP as this is mandatory from security point of view. Please co-operate.

I/We have read the above rules and regulations carefully and I/We hereby agree to abide by them.

SIGNATURE OF THE APPLICANT :

Name : _____

Designation : _____

Address : _____

Date : _____

Office seal

SIGNATURE / NAME / ADDESS OF THE WITNESS :

(Sign & submit alongwith application)