

## **Guidelines for Booking of Rabindranath Tagore Auditorium at IISER Kolkata**

**Capacity: 1000 seater (Approx.)**

### **Following Facilities are available in the Auditorium**

1. Sound proof AC hall with acoustic and sound reducing furnishings and panels. Back stage air-conditioned Green Rooms
2. Stage furnishing with motorized curtains
3. Basic Lighting & audio-visual system
4. Fire sensors and smoke & flame detectors.
5. Standby power supply (DG backup).
6. Facilities including access for physically challenged persons.
7. Outside premise and parking area

### **General Rules:**

1. Facilities at the Auditorium are provided on "as is where is" basis and no additions/alterations or modifications are permitted.
2. The Auditorium will be allotted on a first-come, first-serve basis. However, the institute will have overriding priority over all other prior allotments.
3. Approval of allotment will be communicated via email/hard copy to the event coordinator, appointed by the applying department.
4. The Auditorium will be primarily booked for academic activities such as Lectures, Seminar, Conference, Symposium, Workshops, Convocations and can also be booked for General body meetings, Foundation Day event of any organization/institute, etc. or activities related to students of the institute.
5. The Auditorium will not be booked for any political/religious activities.
6. All booking requests should be directed to the Establishment Section, IISER Kolkata.
7. The booking form, available on the IISER Kolkata website, must be submitted by hand or by e-mail at least 21 days before the scheduled event. **Email ID : [ar\\_estb@iiserkol.ac.in](mailto:ar_estb@iiserkol.ac.in)**
8. The booking amount must be paid within one week of provisional allotment.
9. Booking will be confirmed once full payment of booking amount is made.
10. Caution money must also be deposited at the time of booking the auditorium.
11. The caution money will be refunded, after deducting the cost of damage, if any, reported by Auditorium In charge of IISER Kolkata.
12. The organizer will obtain police permission prior to the performance of the event if needed and will be responsible for the maintenance of law and order as per Govt. rules.

13. The Auditorium has 1000 seats, and no extra seating is permitted. A few seats in the First & Second row of the auditorium are reserved exclusively for the senior officials/observer(s) of the Institute and Organizers.
14. Auditorium bookings are available from 9.00 a.m. to 10.00 p.m. and must be vacated within an hour after the event.
15. Children below 12 years must be accompanied by an adult.
16. All reservations must be made using the prescribed form only. Verbal or telephonic reservations will not be entertained. IISER Kolkata administration reserves the right to refuse booking of the auditorium or to revise the auditorium booking charges at any time without assigning any reason.
17. The damage, if any, made to the Auditorium fittings, fixtures, etc., during the course of use, is to be recovered from the organizer by making payment either through DD or from the caution money as may be decided by the IISER Kolkata administration.
18. The Institute administration will not be held responsible for losses/damages of the properties of the hiring organization/society used in the performance or kept in the auditorium premises.
19. 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 on standee in Foyer, outside the auditorium.
20. Parking is allowed only in authorized parking spaces.
21. No additional equipment may be installed without prior permission. Any other facility to be used other than provided will require prior permission from the IISER Kolkata authorities.
22. Smoking/chewing of betel leaf, tobacco, pan masala and drinking of alcoholic beverages is strictly prohibited in the premises of the auditorium as well as inside the IISER Kolkata campus. The organizer booking the premises shall ensure that the rule is not violated. In case of violation, the security money will be forfeited and legal action will be also taken.
23. Organizers are required to ensure cleaning up of the auditorium premises after the event is over.
24. Only floral decorations are permitted at designated places.
25. For any mishappening /incident/medical emergencies during the program, the responsibility will be that of the organizer.
26. Personal belongings and equipment are the responsibility of the organizers.
27. In view of the prevailing security environment during the event, organizers of the programme are requested to nominate designated representatives for identifying delegates and guests to ensure that only invited persons are allowed to attend the programme.

28. 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.
29. 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.
30. Director, IISER Kolkata, may grant exemption from the operation of any of the rules in exceptional cases on merit.
31. The organizers have to sign the occupation and vacation reports available with the Auditorium In-charge, while taking over and handing over the venue.

**DO's:-**

1. Make rangolis or floral decorations at designated places only.
2. Stick posters/banners on standees at designated places only.
3. The Organizer / Authority will be responsible for the conduct / behaviour / 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, tobacco, pan masala inside the auditorium premises.
3. Do not carry arms, ammunition 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 allow seating of more than one person 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 play sound system/ loud music after 10:00 pm in auditorium premises.
11. Do not use fireworks within the premises of auditorium.
12. Consumption of alcoholic beverages is strictly prohibited in the institute premises and is a punishable offence.

**Other terms and conditions:-**

1. The Sound System/Music is permitted till 10 pm. as per rules or else this Organizer Shall be solely responsible for whatever legal action due to violation of rules in this regards.
2. Eatables, soft drinks will not be allowed inside the auditorium. Tea / Snacks / Lunch / Dinner will not be allowed inside the auditorium and will be allowed to be served only in the designated place of the auditorium with prior permission.
3. The organizer of the program / function shall be responsible for the safety of life of participants and property inside the auditorium / the campus of IISER Kolkata and indemnify any loss / damage caused

**Tariff :- (Booking Charges) – For 12 hours duration (9.00 AM – 9.00 PM)**

- Booking by outside organizations (Government, Autonomous and Private Educational Institute) – **Rs 50,000/- (Rupees fifty thousand only) inclusive of GST**  
(Booking includes provision of auditorium, two green rooms, basic lighting & audio-visual system with D.G. backup, outside premise and parking area)

**Caution Money: - Rs 10000/- per booking**

All payments to be made in favour of Account IISER Kolkata by Online/DD/Cheque mode

**Account Name: - IISER Kolkata**  
**Account Number: - 089301000011530**  
**IFS Code: - IOBA0000893**  
**Bank Name: - INDIAN OVERSEAS BANK**

**Cancellation Charges: - 50 % of the booking amount will be forfeited in case of cancellation of booking, done by the organisers.**

**Disclaimer:-**

Whatever views are expressed during speech/oration/debate/drama inside IISER Kolkata auditorium, are orator's/person's/actor's personal view and IISER Kolkata administration has nothing to do with that. IISER Kolkata does not support any anti-national or communal/religious sentiments provoking statements made by anyone during any of the events.

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