

## BOOKING FORM

**Venue:**

1) Kennedy Auditorium

2) Strachey Hall

**Title: (of the program):** \_\_\_\_\_

Organize by: \_\_\_\_\_

Booking date (s) \_\_\_\_\_

Opening time & Closing time of the event: \_\_\_\_\_ am/pm \_\_\_\_\_ hrs.

(Charges will be applied for crossing the mentioned closing time.)

Required for Rehearsals/Preparation \_\_\_\_\_ Number of Days/Hours.

Main Event on \_\_\_\_\_

**Mandatory requirement.**

Please submit the brief CV of main speaker(s)/Guest (s) in the non-academic program along with this form, which will be submitted to the competent authorities for approval.

Name(s) of the main speaker(s)/performer(s)/ Guest (s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

❖ I agreed to the terms and condition to hire the university facility.

**Head of the Institution/Organization**

**Dated:** \_\_\_\_\_

**Seal**

**Enclosures:**

### For Official Use

Confirmation of availability of proposed date by Program Director.

(Signature)

In case of unavailability propose some available dates \_\_\_\_\_ or \_\_\_\_\_ or \_\_\_\_\_

Forwarded for approval on: \_\_\_\_\_ Approved on: \_\_\_\_\_

**Signature of coordinator, CEC  
Seal**

**Please turn over-leaf for fee structure:**

## FEE STRUCTURE

Name of the Auditorium	hiring charges	
	Internal	External
Kennedy Auditorium	<b>Rs. 6,000/day</b> (Excluding Projection, Live steaming, Photography, Videography, special effects, Gobos, Smoke machine)	<b>Rs. 30,000/day</b> (Excluding Projection, Live steaming, Photography, Videography, special effects, Gobos, Smoke machine)
	<b>Security Deposit</b>	<b>Security Deposit</b>
	Rs.3000/- (refundable)	Rs. 5000/ (in cash) (refundable)
Strachey Hall	<b>Rs. 3000/day</b> (Excluding Projection, Live steaming, Photography, Videography)	Rs. 10,000/day (Excluding Projection, Live steaming, Photography, Videography)
	<b>Security Deposit</b>	<b>Security Deposit</b>
	Rs: 1000/- (refundable)	Rs 3000/- (in cash) (Refundable)

- **Whereas Internal means:** *Faculties, various Departments, Colleges, Schools, Centers, Academies, UGC, University Schools, AMUTA, AMUSU, Non-Teaching Staff Associations and Societies (registered under AMU act 5:2(c)) of Aligarh Muslim University.*
- **External mean:** *Other than the above*
- **Hiring charges of different equipment:**

Name of the item	Kennedy Auditorium	Strachey Hall
Projection	Rs. 1000/ per projector	Rs. 500 per projector
Live Steaming	Rs. 2000/ for a session of three hours with single camera	Not Available
Gobos	500 per gobo	Not Available
Smoke Machine	1500 per machine	Not Available
Light Effects & moving head usage	Rs. 5000 per day	Not Available
Digital Photography	Rs. 1000 -3000/ day	Rs. 2000/ day
Videography	Rs. 2000-4000/day	Rs. 3000/day

- 1) No Political party or leader of the political party will be allowed to hold functions/conventions in the both the auditoriums.
- 2) Moreover, in case of any damage of the hired University property the organizers of the said event are liable to pay the damage, which will be assessed & decided by the coordinator CEC.
- 3) No NGOs' or religious organizations outside the University Campus will be allowed to utilize these two facilities. Only competent authority could give permission in some exceptional cases.
- 4) For internal NGOs' and other organization, Halls of residence etc. the prior permission of the Vice Chancellor will be mandatory for the booking of Kennedy Auditorium and the Strachey Hall.
- 5) The organizers need to obtain a clearance from the designated officer on duty or office. In case of any missing or damaged articles the estimated charges will be deducted; if exceeded from the submitted amount the organizer will have to pay; if not deposited, such organizers will be black listed.
- 6) The organizers will have to pay 1000 INR / Hours (External) & 500 INR/Hour (Internal) if their programs exceeds the stipulated time.

## **BOOKING INTIMATION**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/ Madam,

It is pleasure to inform you that, the competent authority has approved your booking for Kennedy Auditorium / Strachey Hall on \_\_\_\_\_ at \_\_\_\_\_ am/pm onwards.

You are also permitted to hold the rehearsal on \_\_\_\_\_ at \_\_\_\_\_

- **Kindly deposit Rs. 6000/ for Kennedy auditorium and Rs.3000/ for Strachey Hall (for Internal Organization) and Rs. 30000/ for Kennedy Auditorium and Rs. 10000/ for Strachey Hall (for External Organization) in the Auditorium Rent Code No. 4DE-09675. (at Cash Section, AMU and the original receipt is to be submitted in the office of the undersigned). The security deposit refundable Rs. 3000/for Kennedy auditorium & Rs. 1000/ for Strachey Hall (for Internal Organization) and Rs. 5000/ for Kennedy Auditorium and Rs. 3000 for Strachey Hall in cash (for External Organization) on or before \_\_\_\_\_ in the office of the Coordinator CEC. Failing which the auditorium may be given to other applicant.**
- **Please arrange: 200ml mineral water bottles (2 bottles per guest), File folders (one for each guest) containing, pens, writing pad, minute- to- minute program, names and designation of the guests sitting on the dais, brief CVs, other material related to the event.**
- **Send request letter to Nazim Sunni Diniyat or arrange your own Qari for the opening of the event as per the tradition of AMU.**
- **Due to their academic engagements, the CEC Tarana Team will not be available in full strength. Kindly send some students of your side for the rehearsal from \_\_\_\_\_ at \_\_\_\_\_ am/pm to the Hindustani Music Club. They have to contact Mr \_\_\_\_\_ Contact No \_\_\_\_\_**
- **Three neatly dressed volunteers for stage and 10-12 volunteers for Auditorium management.**

Please make a printout (8 inches length X 6 inches width) of the names of the dignitaries going to grace the stage for the table signage.

Best wishes for the event.

**Coordinator, CEC**

## Requisition for the facility/items:

(Please submit the following information at least three working days before the program)

Name of the Event: \_\_\_\_\_ Date of the Event: \_\_\_\_\_

Please mark tick ✓ for booking                      (1) Kennedy Auditorium                       (2) Strachey Hall

### Requirement

No. of ceremonial chairs required for central counter on the stage \_\_\_\_\_

No. of chairs required for guests sitting on side wings on the stage \_\_\_\_\_ (only in Kennedy Auditorium).

No. of seats required to be reserved in the Auditorium for VVIP \_\_\_\_\_ Guests \_\_\_\_\_ Press \_\_\_\_\_

Ladies \_\_\_\_\_ Staff \_\_\_\_\_ Delegates \_\_\_\_\_ officials \_\_\_\_\_ district administration \_\_\_\_\_

Deans \_\_\_\_\_ Principals \_\_\_\_\_ Provosts \_\_\_\_\_ wardens \_\_\_\_\_ Members of AMU Court \_\_\_\_\_

Members of EC \_\_\_\_\_ Others: \_\_\_\_\_

**Photography** { } Rs.1000-3000/event, { } Video-graphy Rs. 2000 -4000/event { } (50% advance).

**Projector required:** Side Projection \_\_\_\_\_ or Central (central projection available in the Kennedy auditorium only) (Please pay in advance the hiring charge of projector at CEC office)

Number of guests expected to be present in the VIP lounge while refreshment/tea will be served \_\_\_\_\_

(Please discuss menu of the refreshment and other modalities with CEC Staffer: \_\_\_\_\_ Contact No. \_\_\_\_\_

Please mention at least one name along-with designation and contact no of Person(s) from your organizing team, to be contacted by the CEC personnel in case of any query or information.

Name of the PoC \_\_\_\_\_ Contact No \_\_\_\_\_

**Organizer**

**Email:** \_\_\_\_\_

**Contact No** \_\_\_\_\_

**Dated:**

### For Official Use

Requisite received on \_\_\_\_\_ Signature \_\_\_\_\_

Handed over to \_\_\_\_\_ Name of the staff deputed \_\_\_\_\_

**Program Director**

**Coordinator, CEC**