

UNIVERSITY OF MADRAS

S.No.	Details	
1.	Name of the Organisation / Institution organizing the programme	
2.	Register No. / License No.	
3.	Registering / Licensing Authority	
4.	Permanent Address of the Organisation / Institution	
5.	Contact Details	Land line No.:
		Mobile No.:
		Email Address:
6.	GST Number	
7.	Date and Time of the Programme	
8.	Details of the Guests / Participants	
9.	Expected Audience Strength	
10.	Nature of the Event / Programme	
11.	Name of the Authorized / Contact person representing the Organisation/Institution	
12.	Category of the Organisation / Institution [Tick against the appropriate column]	General / Others
		Affiliated Colleges and Other Universities
		Govt. Organizations without using Govt. Emblem
		Govt. Organizations using Govt. Emblem
		University Departments

DECLARATION

GENERAL NORMS AND CONDITIONS PRESCRIBED FOR THE ORGANIZERS FOR CONDUCTING THEIR PROGRAMMES IN THE UNIVERSITY VENUES

1. The Security Deposit is fixed at 20% of the total rent payable. The Security Deposit is refundable on a request to be made by the organizer after the programme is over, subject to the condition that there will be no breakages or damages to any of the properties of the University during the programme. The additional charges for actual consumption of Electricity for the said programme if any, will be deducted from the Security Deposit. Any loss due to any untoward incidents, accidents, theft or loss by any other reason and the damage which occur during the period of programme should also be totally borne by the organizers. **No Cooking or open flame on University Premises.**
2. Under any emergency circumstances or unavoidable reasons, the allotment of the venue will be cancelled at any time and the University has the right to allot the same to others, if the situation so warranted.
3. The permission accorded, will not hold good for any changes in the programme, if made without the prior approval of the University.
4. The organizers of the programme other than the University of Madras should not use either the University Crest (Emblem) or the University Photograph etc. in any manner in the advertisement of their programme to be conducted in the University premises.
5. The organizer should strictly uphold the Educational Culture, decorum and image of the University in their programme.
6. The accommodation should be limited within the capacity of the University Venue and it should not be overcrowded under any circumstances. If the events involve music performance, the Organizer has to obtain special license for performance from the Chief Licensing Officer, The Indian Performing Right Society Ltd., No.109, G.N. Road, T.Nagar, Chennai-600 017.
7. The University will not be responsible for the interruption and failure of electricity supply. The organizers should bring a generator set with at least 4 Lamps each 200 Watts for emergency use and to prevent panic during the failures of Electricity Supply. The Pedestal Fans and Air-Coolers etc. may be arranged at the cost of the organizers. The organizers of the programme have to pay penal charges if any, levied by the Tamil Nadu Electricity Board for exercising the quotas of energy allotted to the University for the month in which the function is held.
8. **No programme will be allowed to be held after 10.00 P.M.** The University Campus should not be utilized for political or quasi-political purpose or anything favoring of politics at the time of performance. Nothing should be sung, spoken or demonstrated which will politically hurt the feelings of any section of the public. No religious Speeches/Lectures should be delivered during the Programme. No publicity materials shall be exhibited in the University Campus without the permission of the University. No nails should be driven into the Walls or any structures and no decoration should be made within the Campus of the University. No Vendors would be allowed to sell drinks and eatables inside the auditorium or in the verandahs or lobbies.
9. Necessary steps should be taken to obtain Police License for conducting the programme well in advance and the Organizers of the Programme, while remitting the rent and security deposit by way of D.D., or through online payment, must submit a copy of the license obtained from The Indian Performing Right Society (IPRS) Ltd., No.109, G.N. Road, T.Nagar, Chennai-600 017, which is mandatory for considering the allotment of University Centenary Auditorium for any programme involving performance of arts.
10. The organizer of the programme is requested to meet the Executive Engineer, the Assistant Executive Engineers (Electrical and Civil) and the Sergeant concerned, University of Madras on the previous day of the programme and also to sign the REGISTER available at the concerned Sergeant Office, University of Madras, for furnishing the time and date before occupying the University premises and also after the programme is over.
11. Advance bookings for Centenary Auditorium may be permitted only for three months from the date of the programme. While making advance booking, the organizers should remit not less than 20% of the rent as non-refundable advance and the balance amount of the rent should be remitted as per the intimation of the University.
12. Postponement of the programme may be permitted only once, with prior notice. 10% of the total rent shall be levied as postponement charges for more than one postponement. For cancellation of booking, 20% of the rent shall be levied as cancellation charges from the total rent remitted.

I / We agree to abide by the norms and conditions laid down by the University of Madras to organize or conduct the programme in the University Auditorium.

Signature of the organizer[s] with Date

The details of rent collected for the Centenary Auditorium are as follows:

Site of the University Venue	Categories of Organizers for conducting various Programmes in keeping with the Educational Culture, decorum & image of the University	RATES (Per day /Per Programme)		
		Rental Charges Rs.	Electricity Charges Rs.	Security Deposit Rs.
Centenary Auditorium With A/c Facilities (Capacity 3200 Nos.)	General	5,00,000	50,000	1,00,000
	Affiliated Colleges AND Other Universities	2,00,000	50,000	50,000
	Govt. Organizations without using Govt. Emblem	2,00,000	50,000	50,000
	Govt. Organizations using Govt. Emblem	1,00,000	50,000	50,000
	University Departments	Free of Cost		NIL