

Form No.

Rect No.

January - 2013

**C N Vidyavihar**  
Requisition for Rangbhavan  
Original

1. Name of Institute / Organization \_\_\_\_\_
2. Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Contact Person \_\_\_\_\_
4. Telephone / Mobile No. \_\_\_\_\_
5. Purpose of Booking \_\_\_\_\_
6. Rangbhavan Required on Date: \_\_\_\_\_  
Time: From: \_\_\_\_\_ To \_\_\_\_\_
7. No of Days \_\_\_\_\_

**Conditions of Booking**

1. C. N. Vidyavihar reserves the right to accept or reject the requisition without assigning any reason.
2. C. N. Vidyavihar reserves the right to cancel any booking in case of its own events being scheduled during the days.
3. Booking will be accepted upto 15 days in advance.
4. Facilities available at the Rangbhavan:
  - a. Green room
  - b. Wings and stage curtain
  - c. Electric load up to \_\_\_\_\_
5. Organizers must ensure that facilities are used properly and no damage is done to the property.
6. Stage lights and ambient lighting will have to be managed by the agency only.
7. The agency hiring the rangbhavan is not allowed to stroll on the campus as there are schools and institutions working during the day. They should not cause any disturbance to the students studying and staying on the campus.
8. Cooking and serving of food items is strictly prohibited. Only pre-cooked food packets may be distributed in a designated area.
9. Smoking, chewing of tobacco / pan and spitting on the campus is prohibited. If spitting is spotted, a sum of Rs. 100/- will be charged to the agency.
10. Parking of vehicles must be done in the designated area.
11. Unless otherwise confirmed, the agency will not make announcement of the venue.
12. All the banners, posters, litter, etc. should be removed immediately after the event is over.

13. There will be an attendant from Sheth C. N. Vidyavihar posted on duty to provide assistance if required. He reserves the right to bring to the notice of the organizers violation, if any, of the guidelines laid down.
14. If any rules are deemed broken, C. N. Vidyavihar may cancel the booking and ask the agency to vacate the grounds immediately.
15. Organizers have to pay extra charges for (post-event) cleaning.
16. Organizers must seek police permission for their event; C. N. Vidyavihar will not be responsible for the same.
17. Organizers may need to hire generator set based on their requirements.
18. A copy of the filled form must be carried at all times while using the Rangbhavan premises. The security guard or the office bearer of C. N. may ask for it.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised Signatory from C. N. Vidyavihar: \_\_\_\_\_