

Performa for allotment of Auditorium/Stadium/Community Hall of Survey of India, Hathibarkala Dehradun.

To.

The Estate Officer
Survey of India,
Hathibarkala , Dehradun

A.	Applicant Details :-		
1.	Name of applicant (Block Letter)		
2.	Father's Name		
3.	Organization/Individual		
	Name of Organization (if applicable)		
4.	Designation (if applicable)		
6.	Contact No.		
7.	Address	Official (if applicable)	
		Residential (if applicable)	

B.	Requisition Details:-		
1.	Application for (Tick to apply)	(Note:-request for allotment to be made at least 10 working days in advance)	Stadium
		(Note:-request for allotment to be made at least 10 working days in advance)	Auditorium
		(Note:-the application for allotment shall be Made maximum three months and minimum 10 days before.)	Community hall
2.	Purpose of Booking		
3.	Date	From..... to	
4.	Number of days		
5.	Number of People expected		
6.	Number of Vehicle expected		
7.	Eligible Category (please refer back page of Performa)		

Undertaking

I am aware that my application comes under _____ Category and accordingly I

Have to pay the charges_____.

Applicant Signature.....

Date.....

Mobile Number.....

Policy for Allotment of Community Hall of Survey of India, Hathibarkala, Dehradun.

Hire charges of Community Centre for different categories				
Category	Indenting organization category wise	Hire Charges Per day (Rs)	Generator charges	Security Deposit
“A”	Serving Survey of India Employees residing in Sol colony, Dehradun	10,000/-	Nil	10,000/-
“B”	Serving Survey of India Employees residing outside	25,000/-	Nil	10,000/-
“C”	Retired Survey of India Employees	30,000/-	Nil	10,000/-
“D”	• Serving employees of Central/State Government/PSUs • NGO (see Note-2 below)	35,000/-	Nil	15,000/
“E”	Private individuals	50,000/-	Nil	20,000/
Note: 1. For categories “A” to “D”, the booking of premises can only be done for self/family. In case of family, the applicant is required to submit a “Relationship Certificate”, duly verified by the respective DDO/E&AO. All other bookings (Including relatives of Sol employees) shall be treated as Category “E”. 2. Booking will be under Category “D” for NGO only if the purpose is social work, otherwise it will be under category E.				

Terms & Conditions of use of SoI Auditorium/Stadium/Community Hall

1. Survey of India reserves the right to refuse allotment without assigning any reasons.
2. The allotment will be on the first come first serve basis. In case of multiple applications for booking of same venue for same date, the 1st preference will be given to Survey of India, 2nd to Central Government Departments, 3rd to State Government, 4th to Central/State Government Undertakings, 5th to Social Institutions/Bodies and 6th to others.
3. The allotment of venue is neither transferrable nor changeable.
4. Generally, the Auditorium will not be allotted to any indenter for more than 3 days at a stretch.
5. Due to any emergent requirement of Survey of India, permission of allotment can be cancelled even at the eleventh hour and the hire charges deposited will be refunded without interest.
6. Provisions of GST or any other taxes will be applicable as per prevalent government norms and will be paid extra by the indenting institution/individual.
7. Day will be counted from 0000 hrs. to 2400 hrs.
8. The entire amount of the booking has to be paid in advance.
9. Maintenance of cleanliness of booked venue for the period of requisition will be the responsibility of the indenting institution/individual concerned.
10. Security Deposit will be refunded back only after the function on final inspection of the booked venue. In case of any damage to the property, the indenting institution/individual shall pay the cost of repair as assessed by Survey of India.
11. Parking of vehicles will not be allowed on the roadside and footpaths.
12. No obstruction to general traffic should be caused.
13. No inconvenience or security threats to the general public or residents should be caused.
14. Use of Loud speakers during office hours and beyond 2200 hrs. is not allowed. Loud speakers or music systems should not be operated on very high volumes. In addition, it will be the responsibility of indenting institution/individual to adhere to the government rules/regulations in this regard.
15. No illegal power connection should be taken from the power lines.
16. Booked venue should not be used for any activity other than as mentioned in the allotment application proforma.
17. Banners/ Posters/Stickers/Symbols will not be stuck/ hung on the walls/electric/telephone poles or along the road. For display of directions signs, welcome signs or event related information, standees may be used.
18. Use of fireworks/crackers will not be allowed.
19. The venues are located in Government premises, hence the nature of the event should be such that it should not violate the sanctity of the office. Serving of liquor/intoxicants in the premises is strictly prohibited. Violation of rule lead to appropriate action against the indenting institution/individual.
20. The booked venue shall not be used for financial gains of any type.
21. Any approvals/permissions/clearances etc. required from local administration for organizing the event will be sole responsibility of the indenting institution/individual.
22. In case of presence of large crowd, prior intimation to police/fire services, etc. will be the responsibility of the indenting institution/individual to avoid any untoward incident.
23. The indenting institution/individual will be responsible for maintaining strict discipline norms. In case of any chaos, the indenting institution/individual will be blacklisted and no allotment will be made in future.

I/We hereby certify that I/We have read entire terms & conditions of booking and I/We hereby unconditionally accept them.

Signature of Applicant/Representative.....

Name of Applicant/Representative.....

Mobile Number.....

Date