

Birla Industrial and Technological Museum
(A unit of National Council of Science Museums)
19 A, Gurusaday Road, Kolkata - 700 019

**TERMS & CONDITIONS FOR USE OF AUDITORIUM, CONFERENCE ROOM AND
OTHER FACILITIES OF THE MUSEUM / CENTRE**

Purpose for which the auditorium, conference room and other facilities can be used

The auditorium, conference room and other facilities of the Museum/Centre are available for use only by educational, scientific, cultural and other organizations of repute. The facilities can be used for holding meetings, seminars and workshops on science, art or culture and educational activities; for holding press conference, annual general meetings of companies/commercial organizations or other business houses; for holding buyer-seller meets, launching/promoting various products other than any kind of tobacco products; for programmes related to performing arts viz. music, dance, ballet, orchestra, film, theatre, yatra, magic show, puppet show, mime etc. The facilities of the Museum/Centre are not available for social (private use) programmes such as marriage, reception, birth day celebration or similar activities, political meetings or any religious activities. The authority of the Museum/Centre shall have the right to refuse any booking for holding any programme or disallow to conduct any programme which is not considered as permissible purpose.

Terms & Conditions

1. The organizer of the programme shall obtain permission/clearance, if necessary, from the appropriate outside authorities for conducting the programme in the premises of the Museum/Centre.
2. The facilities of the Museum/Centre can be used only on payment of prescribed charges and security deposit in advance within the stipulated date indicated in the letter of provisional booking of facilities. The booking shall be confirmed only on payment of prescribed charges and security deposit.
3. Entry of participants/audience/invitees to the Museum/ Centre facilities shall be strictly restricted to its optimum capacity. The organizers and the invitees will not be allowed to visit the galleries without buying entry tickets of the Museum/Centre
4. The maximum sitting capacity of Auditorium, Conference Room and Demonstration Hall are 208, 45 and 150 respectively.
5. No food or drink is allowed inside the auditorium or seminar hall. Tea/coffee/cold drinks/snacks can be served only in the specific area of the Museum/Centre. Liquor/Alcohol is not allowed to be served or consumed inside campus of the Museum/Centre.
6. Lighting of fire on the stage of the auditorium or using any chemicals which may cause fire, smoke or high intensity sound is strictly prohibited and no equipment required for such usage shall be used on the stage unless prior permission in writing is obtained from the competent authority of the Museum/Centre.
7. No additional light fittings or sound reinforcement system over and above those already existing in the set up of the auditorium can be used unless prior permission in writing is obtained from the competent authority of the Museum/Centre.
8. Any loss or damage caused for mishandling of the furniture, equipment, fittings, lighting/audio systems, stage etc. shall be fully and financially compensated to the Museum/Centre. The technical and financial assessment of such damage/destruction to the property of the Museum/Centre by the authority of the Museum/Centre shall be final and binding on the organizer of the event/programme and in case of loss or damage, the security deposit amount will be refunded after adjustment of loss or damage. If the loss or damage exceeds the security deposit, the organizer shall be liable to pay the additional amount.
9. Possession of the auditorium/seminar hall to the organizer will be given only half an hour before the start of the booking time and it must be vacated within half an hour after end of the booking time, failing which the proportionate service and maintenance charges shall be deducted from the security deposit for extra period of use at the appropriate rate.
10. Booking time cannot be extended unless prior permission is obtained from the authorized official of the Museum/Centre.
11. Any unforeseen disruption of electric supply or failure of air-conditioning system or malfunctioning of any equipment or services which is beyond the reasonable control of the authority of the Museum/Centre shall not confer the organizer any right to get refund of service charges or any compensation or damages whatsoever. **In case of any temporary disruption of power supply, utmost effort will be made to supply power through the standby generator for operating the lighting and sound system only. No air-conditioning facility can be provided during the period of power disruption.**

12. No banners/posters shall be displayed at places other than those earmarked for this purpose.
 13. For security reasons no baggage or eatables are allowed inside the auditorium and seminar hall.
 14. **Service charges and cancellation charges**

The **service charges** for the facilities, excluding GST as applicable, shall be as follows:-

Facilities	Full Day (8 hours) (Rs.)	Half Day (4 hours) (Rs.)	Extra hour or part thereof (Rs.)	LCD/LED projector (Rs.)	Wi-Fi Charges (Rs.)	Caution Money Deposit (Rs.)
Auditorium	20,000/-	12,000/-	2,000/-	1,000/- (per day basis)	500/- (Upto 4 hrs.) 1,000/- (more than 4 hrs. & upto 8 hrs.)	5,000/- (lumpsum)
Conference Room (Ground Floor)	10,000/-	6,000/-	1,500/-	1,000/- (per day basis)	500/- (Upto 4 hrs.) 1,000/- (more than 4 hrs. & upto 8 hrs.)	3,000/- (lumpsum)
Computer/Seminar Room (Second floor)	5,000/-	3,000/-	1,000/-	1,000/- (per day basis)	500/- (Upto 4 hrs.) 1,000/- (more than 4 hrs. & upto 8 hrs.)	1,500/- (lumpsum)
Demonstration Hall (Ground floor)	2,000/- per hour			1,000/- (per day basis)	500/- (Upto 4 hrs.) 1,000/- (more than 4 hrs. & upto 8 hrs.)	1,000/- (lumpsum)
Exhibition Hall in front of Reception Counter	2,000/- per day			1,000/- (per day basis)	500/- (Upto 4 hrs.) 1,000/- (more than 4 hrs. & upto 8 hrs.)	1,000/- (per day basis)
VIP room adjacent to BITM Auditorium	<ul style="list-style-type: none"> • Upto 4 hours - Rs.1,000/- • More than 4 hours and upto 8 hours - Rs.2,000/- 					
Banner fixing charges excluding printing charge	Rs.250/- per banner					

* (All the service charges are excluding of GST, as applicable.)

The **charges for cancellation** of the bookings:

Period	Charge
30 days or more prior to the scheduled date of use	10% of the actual hiring charge
Between 5 and 29 days prior to the scheduled date of use	20% of the actual hiring charge
Between 1 and 4 days prior to the scheduled date of use	50% of the actual hiring charge
Cancellation made on the scheduled date of use	No refund
For rescheduling the date of use	20% of the actual hiring charge

- *15. **GST: GST for estimated amount or Final bill once deposited to the Museum/Centre shall be remitted by the Museum/Centre to the GST authority and shall under no circumstances be refunded due to cancellation/curtailment or postponement/ preponement of the programme.**
16. All the materials/boxes/baggage etc. if brought at site for programmes are subject to screening and checking by security deployed by the Museum/Centre and signed copy of the respective challans are to be submitted to security department of the Museum/Centre. The counter signed challans will be treated as Gate pass after the programme. No materials whatsoever shall be allowed to be kept inside the premises of the Museum/Centre after the programme. The the Museum/Centre shall not be responsible for any unclaimed items after the programme.

I have read, understood and accepted the above terms and conditions.

Date:-

Place:-

 Signature of authorized person of the
 Organizer of the event with rubber stamp