

## **RGNIIPM Auditorium/Seminar Hall on Rent**

As per the approval from competent authority it is decided that RGNIIPM will let out the Auditorium i.e. Seminar hall of having capacity 150 seats to Government / Private organizations, Companies, Colleges, Individuals etc. for conferences, meetings on such days and at such time, when it is not required for use by RGNIIPM and on such terms and conditions as prescribed from time to time by the said RGNIIPM Committee. **Performance of Qawalies, Orchestras, Fashion Shows, Beauty Contest, cultural programs, religious programs, reality show, audition event, etc are strictly prohibited at RGNIIPM Auditorium.** Spitting, smoking, drinking liquor, committing nuisance of any kind or otherwise, making any portion of the Auditorium or furniture walls, etc., dirty in any way is strictly prohibited and the applicant shall be responsible for the observance of these rules. **Splitting on walls/ floors, rooms or any surrounding area of RGNIIPM is strictly prohibited & fine of Rs 1000 per incidence will be charged from the organizers and/ security deposit will be forfeited.**

### **SCHEDULE OF MAINTENANCE CHARGES**

Venue	Charges for Government/ Semi-Government organizations & Public Undertaking etc.  (Inclusive of all taxes) Rate for any 8 hours (anytime between 8 Am to 8 PM)	Charges for other than Government organizations/Public Undertakings (eg. private Institutes/private Schools/ private colleges/ NGOs/Associations/Pvt. organization/Individuals etc.) (Inclusive of all taxes) Rate for any 8 hours for all days (anytime between 8 Am to 8 PM)	Security deposit  only in Cash/ DD (refunda ble)
	Amount in Rs should be paid in DD/Cheque/cash		
RGNIIPM Auditoriu m	15000 Rate for any 8 hours (8 Am to 8 PM)		10000
Room number 20	10000 (Monday to Friday) (10 Am to 6PM) (the request shall be given by the party on letterhead)	Not given	nil

(PLEASE SEE ALL TERMS & CONDITIONS BEFORE BOOKING) <http://ipindia.gov.in/>

### **PROCEDURE FOR BOOKING & General conditions for allotment**

1. Application form ( along with full maintenance charges & security deopt) shall be made to Head, RGNIIPM, Hislop College Road, Civil lines, Near Nagpur University, Nagpur, Maharashtra – 440001
2. **Each application for the use of the Auditorium should be accompanied by Cash / Demand Draft/local check in favorof “Patent Information system/RGNIIPM, Nagpur” with the requisite full amount at the time of booking. Security Deposit shall be paid in DD/cash. No booking will be treated as confirmed unless payment of the full amount to RGNIIPM. The auditorium will be handed over only on paying of full rental charges and security deposit except for Govt. office.** The Security deposit which shall be refunded subject to deduction, if any and will be refunded after verification by the RGNIIPM committee members, within a weeks’ time.
3. The Booking of Auditorium can be made maximum 60 days in advance.
4. Application Form (as available in website or with reception) has to be filled in and submitted, with details/writ up of event to be held at RGNIIPM Auditorium. RGNIIPM will review applicants proposal and intimate within 1 or 2 working days from the date of submission of the application form. The above venue will be available on rent subject

to availability. Allotment letter /Receipt shall be obtained from Cash section, RGNIIPM. Without Receipt/allotment letter booking cannot be confirmed.

5. The Control & management of RGNIIPM Auditorium/ Seminar Hall shall be vested in the committee of RGNIIPM. The committee or any officer who is authorized by it on its behalf, after scrutinizing the applications for the use of the Auditorium, may accept or reject them without assigning any reason. Their decision shall be final and binding to the applicant.
6. Rates of auditorium are subject to change without notice.
7. If at any time after the grant of permission of the use of the Auditorium, if committee of RGNIIPM considers that (a) the performance, or the meeting as the case may be, for which permission has been granted, (i) is objectionable or, (ii) is transgressing or likely to transgress any of the Rules and Regulations relating to the use of Auditorium, or (b) The applicant has made false statement concerning the scope and object of the meeting or performance, **RGNIIPM shall be at liberty to cancel the permission to use the Auditorium without assigning any reason.**
8. RGNIIPM shall have the authority at any time to cancel the permission already granted to any applicant without assigning any reason in which case the applicant shall be refunded the amount already paid by him **without interest thereon.** The applicant shall not be entitled to claim any damages or compensation, whatsoever by reason of such cancellation.

**CONTACT PERSONS: -**

MrMalode (9767987538) MrPatil (9922453057) MrTurankar (9422809065) MrJaiswal (9422812261)

MrsSatpute , Tel: 0712- 2540920 / Shri P. P Borkar - 0712-2542969 / 9224425777

Email : rgniipm.ipa@nic.in

Website: www.ipindia.gov.in

**Rajiv Gandhi National Institute of Intellectual Property Management,**

DIPP, Ministry of Commerce & Industry - Govt. of India, Hislop College Road, Civil lines, Near Nagpur University, Nagpur

**DATE CHANGE /CANCELLATION PROCEDURE**

For the Postpone or Prepone/ cancellation of dates for booking, the charges need to be paid by the applicant as per schedule, with prior intimation in writing, subject to availability of dates. The amount has to paid by the applicant in addition to the charges paid for booking. Cancellation charges shall be deducted from the total amount / security deposit. The schedule for cancellation/postponement charges will be as follows:-

**Schedule for cancellation/postponement charges will be as follows**

	<b>Cancellation charges</b>	<b>Postpone/Prepone charges</b>
Cancellation /pre-pone or postpone on or before 7 days of event /program	Nil	Nil
Within 6 days of event	50 % and will be recovered from security deposit	50 % and will be recovered from security deposit

**In case, the security deposit amount is not sufficient for the amount to be deducted, then the applicant need to made extra payment in cash to RGNIIPM.**

**OTHER TERMS AND CONDITIONS which needs to be followed by the Party /applicant :-**

1. **The Auditorium will be given on rent any eight hours between 8 AM to 8 PM. The auditorium is to be vacated in any case before 8.00 PM**
2. **The charges mentioned are inclusive of all taxes.** Charges includes the use of air-conditioned Auditorium, Green rooms, Sound and light arrangements, Separate Generator, Auditorium Chairs, Dias accessories (tables, curtains, flower pots, flowers, podium), air conditioning, sound equipment's, cordless mike, collar mike, spot lights, projector, lights, audio-video room, green room, reception etc., Free parking at basement, water charges, electric charges and one security staff at entrance gate, one sound operator/ electrician. Any outside /additional equipment's/material/food etc., will be strictly prohibited inside the Auditorium hall.

3. After the program the auditorium will be handed over to RGNIIPM, in neat and clean condition as was handed over by the RGNIIPM.
4. Outside persons will not be allowed to operate electrical equipment's (RGNIIPM security guard will be present around to watch)
5. **RGNIIPM Auditorium will be permitted to be used at the discretion of the Committee of RGNIIPM, to Government / Private organizations, Companies, Colleges, Schools, Individuals etc. for conferences/seminars/meetings/Training on such days and at such time, when it is not required for use by RGNIIPM and on such terms and conditions as prescribed from time to time by the said Committee.**
6. **Performance of Qawalies, Orchestras, Fashion Shows, Beauty Contest, Cultural program, drama, reality show, audition event, etc. will not be allowed for outsiders are strictly prohibited at RGNIIPM Auditorium.**
7. The Auditorium is equipped with a stage, sound and light equipment, Air-conditioning, Generator etc., for efficient services. While every effort shall be made to maintain the service in order. RGNIIPM shall not be responsible for any failure of breakdown or curtailment thereof and its total responsibility of organizer/party/applicant
8. **Sound system with high noise will not be allowed between timings 10-5 pm from Monday to Friday. Outside sound system is not permitted.** No music of any kind shall be played at the entrance nor shall loudspeakers be installed outside the entrance of the Auditorium.
9. Spitting, smoking, drinking liquor, committing nuisance of any kind or otherwise, making any portion of the Auditorium or furniture walls, etc., dirty in any way is strictly prohibited and the applicant shall be responsible for the observance of these rules. **Splitting on walls/ floors, rooms or any surrounding area of RGNIIPM is strictly prohibited & fine of Rs 1000 per incidence will be charged from the organizers.**
10. No eatables or drinks of any kind shall be taken inside the auditorium or passages. Catering facility may be provided at the ground floor parking area. RGNIIPM has tie up with a contractor, the organizer may take his services for catering /High Tea /Snacks/mineral water on chargeable basis, as per the rates quoted by the caterer, which may be served at the ground floor.
11. **Washing of any items or canteen items in RGNIIPM premises are prohibited.**
12. The party hiring the auditorium will be responsible for any losses/damages to any property of the auditorium. If the cost of damage done to the auditorium/ building premises etc., be more than the deposits amount, the difference as determined by RGNIIPM committee, shall be paid by the applicant.
13. The RGNIIPM will not be liable for any loss, if the party cannot use the auditorium due to failure of electricity, generator, riot, fire, strike, earthquake, an act of war or an act of God.
14. No program shall be allowed in the Auditorium which would constitute an infringement of copyright of any individual or institution. If any such program take place before the knowledge or infringement comes to light, the applicant infringing the copyright shall be responsible for all consequences, legal or otherwise which may follow. RGNIIPM or any official shall in no way be held responsible for the same. The applicant shall give an undertaking in writing that the performance does not infringe the copyright and /trademarks law. It is obligatory for those renting RGNIIPM venues for program, to secure the necessary clearances/no objection permits, so that intellectual property rights are not violated. RGNIIPM will not be held responsible in case of any such violation. In the event of any infringement of these regulations, Authorized Official of RGNIIPM is entitled to close down the operation of the applicant immediately without assigning reasons.
15. The use of the Auditorium shall be available in order of reservation made in advance but for any reason, if it is not possible to allow the use thereof, RGNIIPM shall not be responsible in any respect, and in this event, the amount standing to the credit of RGNIIPM shall be fully refunded but, the applicant shall not be entitled to any damage or compensation on that account.
16. The permission to use the Auditorium is strictly limited to the stage, the Auditorium and the necessary adjuncts thereof. It does not include access or right of user for any other part of floors of the building except toilets at the first/ground floor. **Applicant shall see that the participants for program should not enter the prohibited area marked.**
17. Overall **security of RGNIIPM** Building which houses the Auditorium is available, however, special/additional security requirement by the applicant will have to be arranged by him at his own cost, the arrangements for which will have to be done by him, with the approval of RGNIIPM Committee. The entire security will be responsibility of the applicant/party/organizer
18. The applicant shall make his own arrangement for the **insurance cover for all types of risks** for his own and third parties property and life. RGNIIPM does not accept any responsibility for any loss or damages to the property and life in whatsoever manner of any liability towards him or third parties.
19. All programs, and proceeding of the meeting or gatherings conducted by the applicant shall be orderly and entirely **lawful and strictly within the scope of the objects** for which the use of the Auditorium is permitted. The applicant shall undertake all responsibility and RGNIIPM shall in no way, be held responsible in this matter. The applicant shall ensure

that no damages take place to the property, furniture, fixtures and fittings of the Auditorium. **The applicant shall make adequate arrangements of security personnel to ensure avoidance of such incidents.**

20. The RGNIIPM committee connected with the Auditorium shall have full authority to enter any part of the stage or auditorium during the use of the same by the applicant. Some say five seats in first row for any shows/ events shall be made available without any charges, to RGNIIPM Authorities to be used by them, as they think proper. RGNIIPM shall be entitled to issue passes for the said seats which will be accepted by the party using the Auditorium. The applicant will not allow overcrowding in the Auditorium which has a seating arrangement of 150 seats inclusive of five seats reserved for the RGNIIPM Authorities.
21. The applicant shall be solely responsible for:
  - A) Proper use of the Auditorium, furniture, fixture and fittings and other properties of RGNIIPM.
  - B) Any damages that may be caused to the Auditorium, furniture, fixtures and fittings or properties of RGNIIPM.
  - C) Observance of police and Municipal Rules and Regulations in force for the time being, including non-use of the Auditorium beyond the stipulated period fixed by the RGNIIPM.
22. All programs at Auditorium attract mandatory license/approval/payment of any tax/ which should be secured by the organizers well before the event. Any penalty/fines occurring due to non-compliance will be borne by organizers.
23. Not earlier than a day before the day of the use, the applicant shall be allowed to display, only one signboard or one banner at the side/front entrance of RGNIIPM, subject to approval of the committee. No banner or other display or advertisement of any kind in connection with program or function will be permitted within the RGNIIPM premises or on the road in the vicinity.
24. Every applicant holds his programs at the Auditorium at his own risk. The applicant hereby agrees to indemnify RGNIIPM and keep them indemnified against any legal proceedings or cost, charges, expenses and/or damages that may be suffered, incurred or borne or which may rise from any non-settlement of payments and any injury or accident caused to property used by him or by his agents, representative, contractors or employees, neither the applicant nor his agents, representatives, contractors or employees will have any claims against RGNIIPM for damages, either for personal injury or damage to any of his property arising from negligence or default of any person or from any other cause or for any loss, sustained as a result of temporary non-availability of any of the services in the Auditorium. The applicant shall effectively indemnify RGNIIPM from any liability whatsoever including that of any injury or harm to the visiting public arising out of the program held at the Auditorium. The applicant shall notify his agents, representative, contractors and employees of these conditions. It is not hereby agreed and understood that no right, title or interest is intended to be created nor shall it be deemed to have been created, in respect of the auditorium area allotted to the organiser and the payment of hire charges shall be strictly in respect of the user of the Auditorium area for specified period. **Further that the user shall not be authorized to let / sublet / assign whole or part of the Auditorium area to any other person / persons.**
25. The decision of the CGPDTM/RGNIIPM Auditorium committee, as regards interpretation / relaxation of the rules and regulations shall be final and binding on the applicant. The RGNIIPM reserves the right to revise the auditorium rules or charges at any time without assigning any reason. CGPDTM/ Head of office, RGNIIPM has right to cancel any allotment made at any stage, without assigning any reasons.
26. Applicant shall submit the photocopy of the documents as may be relevant or required within one week before the performance/ program, to the RGNIIPM wherever applicable (if required),
  - Payment of additional tax paid to N.M.C. in case of performance by Foreign Troupes.
  - Clearance Certificate obtained from the Security Board of the Government of Maharashtra.
  - Permission of the Author.
  - Payment of Entertainment Tax to the Collector of Nagpur, wherever applicable and any other relevant documents.
  - The applicant/ party will furnish a certificate of exemption from the entertainment tax authority 7 days before the program if the entry is for sale of tickets, failing which the payment of tax will be the party's liability.

### Do

- Receipt /allotment letter which is required to be produced to security guard who will be on duty to open the auditorium /room. Without original receipt he is not permitted to open auditorium doors.
- **The Auditorium will be given on rent any eight hours between 8 AM to 8 PM. The auditorium is to be vacated in any case before 8.00 PM**
- **insurance cover for all types of risks**
- Catering arrangement can be made at basement or Ground floor parking area only.
- The party/applicant shall make adequate arrangements of security personnel to ensure avoidance of any incidents.
- Any kind of garbage will be disposed by the said Party
- The auditorium shall be hand over in neat and clean conditions
- Auditorium Entry shall be made from back door
- Only for room number 20, the canteen can be made available for 50 persons at a time
- Entire security of Auditorium & program will be the responsibility of the organizer/party/applicant

### Don't

- Performance of Qawalies, Orchestras, Fashion Shows, Beauty Contest , cultural program, drama etc. are strictly prohibited at RGNIIPM Auditorium.
- Any persons are not allowed to enter one day before the program
- Lunch/Dinner/break-fast arrangement will strictly not allowed inside RGNIIPM canteen or any rooms for Auditorium
- Water bottles/ Tea/snacks/ lunch/dinner/Gutaka/pan etc. are not allowed into auditorium.
- Cooking inside office premises is strictly not allowed
- Washing of any items or canteen items in RGNIIPM premises are prohibited
- No eatables or drinks of any kind shall be taken inside the auditorium or passages
- Outside persons will not be allowed to operate electrical equipment's
- Furniture / gadgets /electrical items available in auditorium etc. should not be disturbed
- **Sound system with high noise will not be allowed between office timings 10-5pm from Monday to Friday.**
- **Outside sound system is not permitted.** No music of any kind shall be played at the entrance nor shall loudspeakers be installed outside the entrance of the Auditorium.
- **Outside music/sound /light system will** not allowed inside auditorium hall
- The activities, including sale of goods, etc., are prohibited inside RGNIIPM premises.
- Smoking, drinking liquor is strictly prohibited within RGNIIPM premises.
- Splitting on walls/ floors, rooms or any surrounding area of RGNIIPM is strictly prohibited & fine of Rs1000 per incidence will be charged from the organizers/Party.
- Lights, fans, AC, electrical items shall be switched off when not in use.
- Nails, Guns, or any hazardous items etc. are not allowed within RGNIIPM premises.
- Not to damage anything and will be recovered from the party/applicant/organizer
- The auditorium will not admit more people than the seats available, to ensure safety against fire hazard.
- The applicant shall not transfer his permit or grant permission for use to any other person /persons for whole or any portion of the Auditorium.
- Any illegal activities inside or outside premises will attracts Police actions.
- Under no circumstances candles, panaties, diyas, incense sticks or no such inflammable materials be allowed in the auditorium premises, even if it is a part of drama or event. However, one lighting lamp would be allowed on the stage for the inaugural purpose only.
- Applicant shall see that the participants for program should not enter the prohibited area marked.
- No material will be allowed to be taken out of the Auditorium hall without the valid gate-pass obtainable from the officer authorised by the Head, RGNIIPM. The applicant should ensure that all dues to RGNIIPM have been paid and a clearance certificate obtained from the authorized officer, before any material is allowed to be taken out.

**RESERVATION FORM FOR BOOKING OF AUDITORIUM / HALL** Form number:-2017/

To,  
The Head of Office  
RGNIPM, Govt. of India, Civil Lines, Hislopcollege Road, Nagpur

Dear Sir,

We/ I request that Auditorium of RGNIPM, Nagpur may please be reserved for my/our use on following date and time:

Application for allotment of Auditorium/hall	Auditorium Hall /hall
Name of Individual/Organization (applicant)	
Address of Individual/Organization	
Proof of Identity of person who is booking (Please tick) Self-attest Document shall be attached	<ul style="list-style-type: none"><li>• Driving license</li><li>• Aadhar card</li><li>• Passport</li><li>• Pan card</li><li>• Voter card</li></ul> (attach any one document)
Type of Organization (tick) (Govt./Semi Govt. shall give request on letterhead)	1) Government / Semi-government (On letter-head) 2) Private party
Telephone/ Mobile	1) 2)
Name of authorized person who will manage the program	1) 2)
Mobile number of authorized person who will manage the program	1) 2)
Date & month of booking requested	
Duration for which hall is required (any 8 hours between 8 Am to 8 Pm)	From _____ To _____ (Only allotted for 8 hours )
Name / Nature of program	

(Short description of proposed program)	
Any Entertainment Tax as applicable paid or not	Yes / No
Full Amount Paid for said program	Rs
Security Deposit Paid (cash/DD)	Rs
<ul style="list-style-type: none"> <li>• Each application for the booking of the Auditorium/hall should be accompanied by full Cash / DD/local check in favour of "Patent Information system, Nagpur".</li> <li>• Security deposit shall be paid by Cash/DD</li> <li>• <b>No booking will be treated as confirmed unless full payment with security deposit is paid by the applicant.</b></li> </ul>	

**Declaration by the applicant:-**

- a) The above event shall not cover Performance of Qawalies, Orchestras, Fashion Show, Beauty Contest, Cultural program, drama etc which are not allowed in terms and conditions of RGNIIPM.
- b) The above event shall not make huge sound and will not disturb the RGNIIPM and the surrounding area.
- c) I /we take the responsibility that the invitees of the program at RGNIIPM auditorium/hall will not create any terror or nuisance in RGNIIPM premises.
- d) I will take full responsibility of security of hall and I will employ my own adequate staff for the same
- e) I /we will take the responsibility that the premises will be left clean and will leave the premises in the allotted time
- f) Spitting on walls, floors, rooms, any surrounding area of RGNIIPM is strictly prohibited. In case of such incidence noticed, the RGNIIPM has right to deduct the amount from security deposit & I/We do not have any objections.
- g) In the event of the above booking being cancelled or postponed/preponed by me/us, I/We will pay the prescribed cancellation/postponement/ pre-ponements charges or can be deducted from security deposit.
- h) The event/performance does not infringe the any of IPR - trademarks or copyright law.
- i) I /we hereby read, understood and accept all the terms & conditions governing the reservation of Auditorium/hall and agree to abide by them fully & the decision of RGNIIPM will be binding on me/us.

Date:

Place: Nagpur

**Name & Signature of the applicant**

**Correct & verified by:-**

**Name & Signature of file dealing RGNIIPM official**

**Amount received (Signature of cash section)**