

# PUNJAB ARTS COUNCIL, CHANDIGARH

Phone: 0172-2771472

## Request for using

<b>Randhawa Auditorium</b>	<b>Exhibition Hall</b>	<b>Vehra</b>	<b>Guest Rooms</b>
<b>Open Air Theatre</b>	<b>Lounge</b>	<b>Committee Room</b>	

To

Administrative Officer,  
Punjab Arts Council,  
Rose Garden, Sector 16-B,  
Chandigarh

Sir,

I request that the above mentioned venue/space may be made available to me/us on the following dates:-

Nature of the Programme / Exhibition \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Admission by: **Tickets or Invitation:**

I/We agree to deposit the requisite charges, Security amount. I/we understand and agree that in the event of booking being cancelled or postponed by me, full hire charges deposited by me shall stand forfeited by the management.

Punjab Kala Parishad reserves the right to cancel the reservation made in my / our favour without assigning any reason at any time.

Yours sincerely,

Signature \_\_\_\_\_

Name of the Party

Address:

Telephone /Mobile No.

Date:

### CONDITIONS

1. Service Tax at the rates applicable will be extra.
2. Auditorium shall be provided to the Theatre Groups/Artists or any other institution after 2.00 p.m. for theatrical and cultural activities. AC facility shall be provided for four hours from 5.00 p.m.
3. In case of any type of damages to the infrastructure or property of Auditorium and Punjab Kala Bhawan the concerned individuals/groups or society shall have to pay the damages.
4. 50% extra charges will be charged for excess use of schedule timings.
5. **Banner to be fixed at stage should be 14'x6.5' and at outer gate 7'x4'.**
6. If the booking is cancelled within the 10 days of date of Programme, then 40% payment shall be forfeited.

### For Office use

Fee deposited Rs. \_\_\_\_\_ Vide Receipt No. \_\_\_\_\_

Security deposited Rs. \_\_\_\_\_ Vide Receipt No. \_\_\_\_\_

Accepted/Rejected

Signature of booking Assistant

Admn. Officer.