

P.L. Deshpande Maharashtra Kala Academy
Booking of Ravindra Natya Mandir / Mini Theatre
Rules & Regulations and Terms & Conditions

1. Control & Management

1) Administration of P. L. Deshpande Maharashtra Kala Academy is under the control of Government of Maharashtra.

2. Usage of Facilities

1) Booking of Theatre will be made available by the Academy according to Terms & Conditions under the Rules & Regulations for Experimental, Social, Educational, Cultural, Spiritual, Professional, Political, Entertainment purpose.

2) Booking of Theatre shall not be made available for family, personal or religious functions like wedding ceremonies, birthday celebrations, etc.

3. Booking

1) It is necessary to submit the application regarding booking in the prescribed format along with all details & booking amount in the office of P. L. Deshpande Maharashtra Kala Academy, Sayani Road, Prabhadevi, Mumbai – 400025.

2) The application must be submitted within the time-frame of three months prior to the date of booking as per the duration given below.

Dates Distribution Month	Application Acceptance Duration
April	January to April
May	February to May
June	March to June
July	April to July
August	May to August
September	June to September
October	July to October
November	August to November
December	September to December
January	October to January
February	November to February
March	December to March

3) Booking amount must be paid at the time of submitting the application for reserving Ravindra Natya Mandir / Mini Theatre. Otherwise reservation shall not be considered confirmed.

4) Booking amount shall be accepted only by Demand Draft. Cash / Cheque shall not be accepted for booking the auditoriums. It is necessary to submit three separate DDs for rent, deposit & service tax.

5) Two separate DDs for rent & deposit must be in the name of PROJECT DIRECTOR, P. L. DESHPANDE MAHARASHTRA KALA ACADEMY while Service Tax DD must be in the name of ACCOUNTS OFFICER, P. L. DESHPANDE MAHARASHTRA KALA ACADEMY.

6) Additional charges as applicable for usage of facilities like Posters, Banners, Stalls, Video Shooting, extra hours etc. and Service Tax amount must be paid along with booking amount in form of DD, otherwise it shall be deducted from the deposit.

7) It is necessary to note the type of programme and its summary in the application for reservation. If it is found that there are changes in the type of programme while actually presenting it then the rate applicable according to the programme & fine equivalent to the rental shall be recovered from the accused individual / institute.

8) Timing for usage of 3 sessions for Ravindra Natya Mandir & Mini Theatre will be as follows:

Session	Timing
First	9:30 am to 2:00 pm
Second	2:30 pm to 7:00 pm
Third	7:30 pm to 12 midnight

9) Duration for each session shall be of Four and a half hours and the time required for stage set-up & clearing after the programme shall be included in this. Separate time shall not be given for stage set up and clearing.

10) If additional time is utilized beyond the session timing then additional charges shall be levied and deducted from the deposit.

11) Session reserved by one individual / institute cannot be given to another individual / institute directly. In such case, rental charges & deposit shall be forfeited and the individual / institute shall not be allotted booking in the future.

12) Government Departments, Government Projects, Foreign Consulates, Central Government Departments & their projects or any other institution shall not be given any concession in the rental charges.

13) If any problem arises in the reserved date due to natural calamity or unexpected technical reasons, efforts shall be made to allot another optional date to the individual / institute. If the related individual / institute is not able to hold the programme then the rental charges paid will be refunded.

14) In case of cancellation of booking on behalf of the Academy due to allotment of Auditorium for important government function, efforts shall be made to allot another optional date to the individual / institute. If the related individual / institute is not able to hold the programme then the rental charges deposited will be refunded.

15) Audience more than the capacity shall not be allowed inside the auditorium.

16 seats in Ravindra Natya Mandir are reserved for the Academy.

For Screening of Film

N Row – 13, 14, 15, 16, 17, 18, 19, 20, 21, 22

W Row – 13, 14, 15, 16, 17, 18

W Row – 19, 20 (Reserved for Members of the Censor Board)

For Other Programmes

A Row – 7, 8, 9, 10

D Row – 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19

B Row – 19, 20 (Reserved for Members of the Censor Board)

4 seats in Mini Theatre are reserved for the Academy.

A Row – 7, 8, 9, 10

16) Following facilities are included in the rental charges for individuals / institutes performing in Ravindra Natya Mandir / Mini Theatre

Ravindra Natya Mandir

Mini Theatre

1000 watt 3 Halogens

1000 watt 1 Halogen

Podium 1

Podium 1

Chairs 12 nos.

Chairs 4 no.s

Levels – 18” 3 no.s & 9” 2 no.s

500 watt 2 Halogens

6 Stand Mikes

4 Stand Mikes

If more than 15 KW electricity is consumed then Rs. 75/- per KW must be paid as electricity charges else it will be deducted from the deposit.

Facilities included in the rental charges may not be available fully due to technical reasons.

4. Refund of Deposit

- 1) Deposit shall be refunded via NEFT in the bank account of the related individual / institute in whose name booking has been made.
- 2) Written application for refund of deposit must be made at the earliest after the completion of the programme in the office of the Academy. The procedure for Refund shall not be initiated unless the application is received by the Academy.
- 3) Bank account details for NEFT of the individual / institute in whose name booking was made must be provided along with the application in the prescribed format.
In order to verify bank NEFT details, related bank must stamp & sign it;
or a cancelled cheque of the bank must be attached along with that application.
- 4) The original receipt of the deposit for booking must be submitted along with the aforementioned application. After submitting the original receipt of deposit, application for refund of deposit & bank account details; deposit will be directly transferred to the account of the individual / institute who has made the booking within 45 days.
- 5) It is necessary to apply for the refund within three years of the programme. After three years application for refund of deposit shall not be considered and the deposit amount shall be forfeited.

5. Cancellation of Booking or Change in Date of Reservation

- 1) In order to cancel the programme, it is necessary to inform in writing to the office of the Academy.
- 2) The application of cancellation must be submitted at least thirty days prior to the programme.
- 3) No refund of rental charges shall be given if the application of cancellation is received in less than thirty days prior to the programme. Only deposit amount shall be refunded.
- 4) No refund of rental charges shall be given if the programme is not held as per the scheduled date. Only deposit amount shall be refunded.
- 5) It is necessary to inform in writing to the office of the Academy in order to change the date of the programme. The application for change of the date must be submitted at least thirty days prior to the earlier scheduled programme. The change in date can be made as per availability only after receiving approval from the office.
- 6) Date can be changed only once and no application for further change in date shall be accepted thereafter.

6. Rights of the Academy

- 1) Academy has all the rights towards Management, Administration and Maintenance of facilities provided by the Academy. It can make requisite amendments in the rules from time to time.
- 2) Academy reserves the right to modify the rates for the facilities provided.
- 3) Academy has the right to accept or reject booking applications.
- 4) Academy has full right to reject an application without offering any explanation at any time. Applicant shall not be able to claim any compensation if application is rejected.
- 5) Academy has the right to cancel the programme if it feels that it has been misled regarding the type and intention of the programme without offering any kind of explanation. In such case, neither the rental charges nor deposit shall be refunded to the concerned. The Academy shall not be liable to offer any kind of explanation. Similarly, the concerned individual / institute shall not be able to claim compensation against cancellation of programme.
- 6) If any programme violates any kind of copyright then the concerned individual / institute holding the programme shall be solely responsible for further legal action. Academy shall not be responsible for the same.
- 7) The officials of the Academy have the right to enter Ravindra Natya Mandir & Mini Theatre at any time.

7. Services of Ushers

Ushers service shall be provided by the Academy.

Their charges must be paid to their In-charge immediately after the programme by the individual / institute booking the auditorium.

8. Permissions for Programmes

- Individual / Institute booking the auditorium shall be responsible for all required licenses according to the type of programme as per the government rules.
- Photocopies of all licences must be submitted to the Academy prior to the programme.

It is mandatory to show all the original licences to the Academy if asked.

a) License for Performance:

Asst. Commissioner of Police, Dadar Division, Dadar (West), Mumbai - 400028

b) License for Sale of Tickets & Donor Passes:

Commissioner of Police, Theatre Branch, Office of the Police Commissioner,
Opp. Crawford Market, Mumbai - 400001

c) Censor Certificate for Performance of Plays & various programmes:

Secretary, Theatre Censor Board, Government of Maharashtra, Barrack No. 18,
Behind Sachivalay Gymkhana, Mumbai – 400021

d) For Fashion Show & Other Programmes for which Entertainment Duty is applicable as per prevalent government regulations:

Collector, Entertainment Tax Department, Old Custom House, Mumbai.

e) License for Foreign Art Institutions/ performance by foreigners:

Assistant Secretary, Home Department, Government of Maharashtra, New Administrative Building, 9th floor, Opp. Mantralaya, Mumbai– 400032.

f) License for displaying Banners, Posters & Hoardings outside the premises of the Academy: Municipal Corporation Greater Mumbai.

g) Permission for displaying of Banners, Posters & Hoardings in the premises of the Academy: Administrative Office of the Academy.

9. Strict Prohibitions

- 1) Spitting, smoking, consumption of alcohol & creating ruckus of any kind in the premises of the Academy or soiling it is strictly prohibited. In such case, the applicant shall be solely responsible & Fine shall be levied on the concerned.
- 2) Music, instruments & loudspeakers are not permitted in the area between the main gate and the entrance of Ravindra Natya Mandir / Mini Theatre.
- 3) Usage of inflammable material is strictly prohibited in the premises of the Academy.
- 4) Usage of inflammable material on the stage for performance for eg. burning fire torches, lighting of stove etc. is strictly prohibited.
- 5) Food items are strictly prohibited inside the auditorium, on the stage & in the make-up rooms.
- 6) Food items & beverages like tea / coffee etc. cannot be cooked / prepared inside the premises of the Academy under any circumstances.
- 7) Carrying gas cylinder inside the premises of the Academy is strictly prohibited.

10. Usage of Limited Area

- 1) Written permission from the office of the Academy is required for making food arrangements within the premises of the Academy and applicable rent shall have to be paid accordingly.
- 2) Ensuring cleaning up thereafter is the responsibility of the individual / institute making the

booking.

3) Area other than booked cannot be used for any reason whatsoever.

In such cases fine shall be levied as per rules.

11. Sale of Tickets / Complimentary Cards

- Individual / Institute that has made the booking must mention his / their contact number in the advertisement for additional information. In no case, the contact number of P. L. Deshpande Maharashtra Kala Academy shall be mentioned.
- Details of the aforementioned programme, invitation card, must be submitted in the office three days prior to the programme.

12. Posters / Banners / Advertisement

Individuals / Institutes that have booked the auditoriums should seek permission from the office of the Academy via written application to display banners / boards of their programme.

1) If permission is granted they shall be able to display only one banner / board for four days free of cost.

2) If it is desired to display banner / board for more than four days then Rs.200/- per day plus Rs.28/- service tax shall be applicable.

3) If individuals / institutes wish to display more than one banner / board, then Rs.200/- per banner / board per day plus Rs.28/- service tax shall be applicable.

4) Individuals / Institutes that desire to display banner / board of programmes to be held at a venue other than the Academy; in the Academy premises or wish to display advertisement on the notice board of the Academy must seek written permission from the Academy. For display of banner / board in the premises of the Academy Rs.500/- per day plus Rs.70/- service tax and for advertisement on the notice board Rs.100/- for seven days plus Rs.14/- service tax shall be applicable.

5) During the booking period the entire responsibility shall be of those concerned.

In case of any damage compensation shall have to be given as decided by the Academy.

13. Damage Compensation

1) Nails cannot be hammered nor stapled into the stage, backdrop or anything on the stage.

No marking of any kind whatsoever can be done on the stage. If found guilty, concerned individual / institute shall be levied a fine of Rs.5000/- or more as compensation.

2) If the building furniture, fittings, wiring & other material etc. of the Academy is tampered

with during the programme compensation shall be deducted from the deposit of the concerned individual / institute. But if the damage is more than the deposit then concerned shall have to pay the additional amount.

14. Programme Organisers Duty

- 1) If VIPs have been invited for the programme, then the responsibility of police security lies with the concerned individual / institute. If the Academy feels that police security is required for a particular programme and if the Academy arranges for police security then it is mandatory that the expenses must be incurred by the concerned individual / institute.
- 2) Responsibility of handing over of the stage in a clean condition after the programme lies with the concerned individual / institute. If this rule is not followed then fine of Rs. 5000/- shall be deducted from the deposit.
- 3) After the programme, when the stage operator, stage worker, ushers & security personnel are checking the stage, make-up rooms and theatre concerned individual / representative of the institute must be present and sign on the report. If they refuse to sign it shall be considered that they agree to the report prepared by the management.
- 4) Written permission shall have to be sought from the Academy office if decoration is desired to be done.

I / We have read all the above mentioned rules & regulations / terms & conditions of P. L. Deshpande Maharashtra Kala Academy and I / We agree to all the above mentioned rules & regulations / terms & conditions and they shall be thoroughly abided to.

Yours truly,

Signature

Date:-

Full name of individual/institute booking the Auditorium.

Place:-

Applicant's full name