

Application for Booking of Facility

Date _____

The Joint Director (AHM),
Apparel Export Promotion Council,
Apparel House, Sector-44, Institutional Area,
Gurugram-122003, HARYANA
GSTIN-06AAACA5150G1Z5

Subject: - Hiring of Space at Apparel House, Gurugram

Sir,

We want to book space at Apparel House for our programme as per details given below:

(a) **Name of the Party:** _____

Complete Address _____

Contact Person _____ Telephone No. : _____

Email: _____ PAN No.: _____ GST No _____

(b) Dates on which required _____ Timings: _____ Set-up day: _____

(c) Venue to be booked:

- Auditorium: 4 hrs / 8 hrs : Projector Sound System DG
- Art Gallery: 4 hrs / 8 hrs : DG
- Exhibitor Hall: A,B,C A & B C DG
- Amphitheater:
- Plaza Area:

(d) Type of programme:

Commercial / Non-Commercial / Ticketed / No Donor Cards / Collection of the advertisements through Brochures etc

i) Is there any sponsor of the programme: Yes No

ii) Entry by: Invitation Cards By Tickets

iii) Receipt of fund from any source: Yes No

(e) Exact nature of Function/Programme: _____

(f) Details of VIP if any, to inaugurate the function: _____

(g) Bank Draft/Pay Order/Cheque /RTGS No. _____ Dated _____ Bank _____

Branch _____ amounting to Rs. _____ on account of advance Hire Charges drawn in favour of the

Apparel Export Promotion Council payable at Gurugram is sent herewith/enclosed.

We undertake to abide by the terms and conditions (enclosed) governing the hiring of the Facilities in toto and will maintain the decorum of the Facilities besides, we also confirm to comply with GST formalities and keep the fire exit clear during the event/function. In case of any violation, the booking may be cancelled without any notice.

Yours faithfully

(Signature)

Name: _____

Designation: _____

Note: 1. The space is primarily available only to the exhibitors of garment industries such as retailer, showroom holders, garment accessories and for exhibitions/functions/seminars/award ceremonies etc. which promote export and trade and for seminars which educate and train the manpower involved in Apparel Industry. In addition activities related to Carpet/Leather/Handicraft/Education/Conferences/Textiles value chain/Cultural Shows etc shall be permitted with the approval of the competent authority.

2. The facilities will be available on as is where basis from 10 am to 6 pm. The hirer may therefore visit the facility and satisfy. All material/items/equipments/manpower/Food & Beverages/Water etc related to programme /function /event will have to be arranged by the hirer at own cost with prior permission of the management. The Council will not provide anything and will not be responsible in any case. In case of HVAC a normal temperature (24-26 degree Celsius) shall be maintained.

TERMS FOR HIRING OF EXHIBITION CENTRE/AUDITORIUM/ART GALLERY IN APPAREL HOUSE

AVAILABILITY

The Facilities will be available between **10 am to 6 pm** on all days. The Facility can be hired even before 10 a.m. and after 6 pm but has to be vacated by 10.00 pm in any case. No booking will be made for National holidays viz; 26th January, 15th August and 2nd October except in the case of Government departments.

1. The Management reserves the right to cancel the allotment of the Facility at any time without assigning any reason. No damage can be claimed by hirer or any other persons for such cancellations what so ever.
2. The Management reserves the right to deny the booking of Facilities to any party without assigning any reason.

RESERVATIONS

3. The Facilities shall be reserved on written request in prescribed **Proforma** only
4. Booking amount would be 50% of the hire charges mentioned in Annexure I and would have to be submitted along with application. The remaining charges and other accommodation are required to be paid within 30 days of application for allotment or before the event whichever is earlier, failing which the booking would be deemed cancelled. **25% of the booking amount would be non-refundable under all circumstances.**
5. In addition to the hire charges, an additional amount equal to 25% of the hire charges or minimum of Rs. 25,000 in case of Exhibition Centre (A, B, C), Rs.10,000/- in case of Auditorium and Art Gallery shall be deposited along with the application for reservation as Security Deposit to cover damages, if any, to property of the Council caused by the hirer participants or otherwise. The amount of loss if any shall be determined by the Management, whose decision shall be final and recovered from the Security amount. If damage or losses are higher than the amount of Security deposit, the balance shall be recoverable from the hirer.
6. The hire charges and other charges must be paid by Bank Draft, NEFT/RTGS, Cheque in favour of Apparel Export Promotion Council payable at Gurugram. Formal receipts will be issued only on realization of the Bank Draft/Pay Order/Cheque/NEFT/RTGS.
7. No booking will be considered confirmed unless the booking amount and other charges as mentioned above are actually received by the Management and communication about the booking issued by the Management to the hirer.

HIRE CHARGES

8. (a). The hire charges of the Facilities and other connected accommodation will be as per schedule enclosed (Annexure-I).
9. (b). The charges for **Set up / Preparatory work** will be 50% of the per day hire charges In case of any revision in the hire charges, the hirer shall have to pay the difference in advance. If higher hire charges are payable on the date for which the Facilities is booked and shall be entitled to the refund of the difference, if lower hire charges are applicable on the date for which the Facilities is booked.
10. One extra hour is provided to the party to vacate the hall after the booking time.

CANCELLATION CHARGES

12. The notice of cancellation in writing should be sent by hand and received by the Management.

Cancellation charges will be 25% of the booking amount. Any Balance amount would be paid within 30 days vide cheque issued by AEPC

POSTPONEMENT CHARGES

13. The notice of postponement in writing should be submitted by hand and received by the Management.

Postponement charges will be 25% of the booking amount.

NOTE: The postponement will be permissible only to a date convenient to the Management provided full payment of postponement charges is made in advance. No second postponement will be allowed in any case.

GENERAL CONDITIONS FOR HIRING

14. "No Objection Certificate" as per requirement and type of programme from:

(i) DCP (Licensing), Gurugram

(ii) Commissioner of Entertainment Tax, Gurugram

(iii) DCP, Gurugram

(iv) DCP (Traffic), Gurugram as well as from

(v) Phonographic Performance Limited (PPL), Gurugram &

(vi) Indian Performing Rights Societies (IPRS) have to be obtained **by the hirer/organizer** and delivered in this office 3 days before the commencement of programme/show positively. Besides, in case of screening of films shows Payment of show tax has to be made to the Commercial Officer, Advertisement Section, Gurugram at least 3 days before the commencement of the programme positively. The authorization/permission letter to use the Auditorium will be issued after submission/receipt of all the required NOC's and fulfillment of other conditions as mentioned. above.

The organizers shall not **Overcrowd** or issue ticket/invitation cards in excess of the Space/Seats available in the Exhibition Centre/Auditorium (312 seats)/Art Gallery and print prominently on the ticket/invitation cards the following: - "Entry to the Exhibition Centre/Auditorium/Art Gallery will be closed as soon as the hall is full: Handbags, Camera, Pagers, Helmets, Eatables, Drinks including water bottle and Fire Arms or any other arm are not allowed inside the Facilities. In case of any mishap due to any reason, the organizers/hirer shall be wholly responsible for the same and the management will not be responsible in any case.

In the event of restrictions being imposed on account of security by the management or any other authority having jurisdiction in the area on the working or movement of labour/material, the organizer shall strictly follow the same. The loss of time on the account, if any, shall be the responsibility of the hirer. General Security restrictions are given as under:

- 1) a) The organizer shall inform in advance about the number of vehicles entering the Apparel House Building along with their registration number subject to a maximum of 250 vehicles or as per Parking space available. The hirer / organizer would be issued passes as per the venue booked and pass holders would be exempt from parking charges. 05 passes for booking of exhibition hall, 05 passes for booking of auditorium, 03 passes for booking of art gallery. The passes would be issued upon furnishing of the details of the vehicles by the hirer/organizer and would be valid only for the dates for which the booking is made. However, all the rules for entry/exit and parking would be applicable on the vehicles for which passes are issued.

- b) The movement of vehicles shall be regulated in accordance with the rules of the Management.
- c) Stay of labor/workmen will not be allowed in the Apparel House beyond the permissible time limit and hirer shall depute a supervisor on the site during the set up work to avoid any damages to the property of the management/thefts in the premises.
- d) A list of material being brought inside the Apparel House along with a list of the workers/ additional security guards shall be made available to the Management in advance.
- e) As and when there will be security requirements, certain additional restriction(s) can be imposed as per requirement of the situation.
- f) The organizer shall be responsible for the behavior and conduct of his workers. No worker with doubtful integrity or having a bad record shall be engaged by the organizer.
- g) No outside food supplier/caterer shall be permitted to operate/provide food, eatables etc., inside the Apparel House Building without the permission of the management.
- h) The hirer/organizer shall be responsible to arrange **Ambulance** during the period of event.
- i) The hirer/organizer shall also be responsible to arrange **Fire brigade Van** during the period of event.

In case of more than one show, there must be a gap of 1 hr in between each show. It is also mandatory to deploy **Traffic marshals** at the Car Parking Area. For car parking, please submit 250 parking labels to this office which will be returned back to you, duly stamped by this office, for your invitees. You are requested to ensure that these parking labels are issued to the limited persons along with their invitation / or tickets and displayed on the vehicle. .

Please ensure to deploy somebody to man the inside gates to access and that nobody are allowed to take eatables etc. inside the Facilities.

If any Party is found to mislead the Management by taking a booking under Non-Commercial Show category in spite of having sponsors/donors/tickets (which means Commercial Cultural Show) or booking the Facilities in Cultural Show category and participants or audience are students (which means school/college function) the booking will be cancelled forthwith, with no refund.

In case of violation of any guidelines for hiring of the Facilities, your booking will be cancelled forthwith with no refund.

The management reserves the right to cancel the allotment of the Facilities at any time without assigning any reason. The hirer or any other person for such cancellation can claim no damage whatsoever. However, it may please be noted that if application for obtaining NOC from C.P.(Lic.) is not submitted before 7 days in advance from their bookings date, the C.P.(Lic.) reserves the right not to issue the Performance License without which programme cannot be allowed to be held at the Auditorium. No equipment without permission of management will be allowed to be brought from outside for the programme.

16. No party will be allowed to handle the property or fixtures inside the Facility without the consent of the Management. The party, hiring the Facilities shall be responsible for all losses/damages to any property. The Management shall not be responsible for any losses damages to the properties brought in and kept in the premises by the hirer. Therefore the hirer shall ensure safety and security of the same on its own.

17. The shifting of furniture/fixtures already provided in the facilities will not be permissible.

18. No additions/alterations/erections, even of a temporary nature will be allowed in the premises, without permission of the management. No heavy equipment's or machinery will be allowed on stage.

19. No electrical appliances other than those already provided in the building will normally be allowed to be used. If extra appliances are considered essential they may be used with the prior permission of the Management and decision of the Management will be final and binding on the hirer.
20. No inflammable material shall be allowed for performance either on the stage or in the auditorium or Green room or Exhibition Centre or Art Gallery etc. No open fire shall be allowed anywhere within the premises of the Facilities/complex or Green Room etc.
21. No equipment or material posing fire hazard shall be used for storage in any place within the Facilities and the Directorate of Film Festivals shall have the right to review the same at the risk and cost of the hirer. The hirer shall be held responsible for any damage or loss to the auditorium in case of any mishap due to storage of such materials.
22. Posters/banners/publicity material will be allowed by the Management to be displayed only at the specified places provided for the purposes and shall be removed by the hirer immediately after the show is over.
23. No loud speakers shall be allowed in any part of the Facilities/premises without permission of Management.
24. If any extra lights are desired the same shall be obtained by the hirer with permission of management.
25. Selling of tickets, posting of ushers and management of entrance shall be arranged by the hirer. However, the security guard of the Management will be posted at the entrance gates of the Facilities for the general security and safety of the premises. The Management also reserves the right to bar the entry of any person (s) or material within the premises of the Facilities. If the same are considered undesirable in public interest. The hirer shall ensure that tickets for the shows are not sold in excess of the auditorium capacity.
26. No space meant for public circulation will be blocked.
27. For easy flow of audiences all the entries /exit gates shall be used.
28. The catering point with prior permission of management may be used for soft drinks and snacks, but their preparation in complex shall in no case be permitted.
29. Eatables and drinks are not allowed inside the auditorium. It shall be the responsibility of the hirer to ensure that nobody takes drinks or eatables inside the auditorium. Full Security deposit will be forfeited by the Management if drinks or eatables are taken inside the Facilities. For catering purpose the services of the approved contractor of management will be utilized. No other food supplier/caterer shall be permitted to operate /provided food, eatables etc. inside the Apparel House without permission.
30. Smoking and Alcohol is strictly prohibited in the Apparel House Complex. The party hiring the Facility shall ensure that this restriction is strictly observed.
31. The maintenance and security staff of the Council shall have free access to all parts of the Facility for performing of their duties without hindrance.
32. Parking of vehicles will be allowed only with the permission of the Management in place earmarked for the purpose. Parking in VIP strip enclosed by the security fencing will however, be regulated by the Management. No vehicle will however, be allowed to be parked other than the notified parking area.
33. All prevailing Government and Municipal guidelines and regulations issued/amended shall be applicable
34. The exit time from the hired facility will be noted as per CCTV video recording.

Encls: as above:

Hiring Charges (in Rupees)

A) Exhibition Centre –A, B, & C (Ground & First Floor) - 3715 sqm.

B)

S. No.	Particulars	Rent	Extra hour charges
1.	Exhibition / Event / Fair / Product Launch / Any other programme	7,43,000	1,00,000/- per hour

B) Exhibition Centre –A & B (First Floor) 1465sqm.

S. No.	Particulars	Rent	Extra hour charges
1.	Exhibition / Event / Fair / Product Launch / Any other programme	2,93,000	40,000/- per hour

C) Exhibition Centre –C (Ground Floor) 2250 sqm

S. No.	Particulars	Rent	Extra hour charges
1.	Exhibition / Event / Fair / Product Launch / Any other programme	4,50,000	60,000/- per hour

D) Auditorium – 312 seats (Ground Floor)

S. No.	Particulars	Rent	Extra hour charges
1.	Cultural show / Conference / Any other programme	1,00,000 (8 hrs) 60,000 (4 hrs)	12,500/- per hour

E) Art Gallery/Conference Room (Ground Floor) 310sqm

S. No.	Particulars	Rent	Extra hour charges
1.	Conference /Lunch /Dinner /Hi-Tea /Any other programme	70,000 (8 hrs) 40,000 (4 hrs)	8,750/- per hour

Note: the above charges are inclusive of AC, electricity (preapproved load), Water (washrooms) and towards engagement of Security Staff (02 Nos), Housekeeping staff (03 Nos), Maintenance staff (04 Nos), AEPC officials (02 Nos).

In addition to above charges, the following extra charges will also be applicable and payable:-

a) Uninterrupted Power Supply (DG Set): Rs. 9,625/- per hour as per actual usages.
b) Parking charges: Bus- Rs.100/- / CAR- Rs.50/- / Two wheeler- Rs.10/- per vehicle. No three wheeler would be allowed to enter.
c) Electricity -Extra load charges: @ Rs.20/- per unit as per actual use.
d) Set up Charges : One day prior 50% of the hire charges Same Day: 25% of the hire charge; of the respective venue applicable on full-day / 8 hrs booking only
e) Extra Space charges : (i) Plaza area - Rs. 1,00,000/- (ii) Amphitheatre - Rs 50,000/-
f) Taxes on total charges: As per Government rates from time to time.
g) Any other charges: As per rates decided by the management