



MIZORAM UNIVERSITY
MIZORAM : AIZAWL

Post Box No.190
Gram : MZU
Website : www.mzu.edu.in

No 3/7/2013-Adm-II-A/¹⁸

Dated Aizawl, the 29th May, 2015.

NOTIFICATION

In the interest of public services, the Vice Chancellor, Mizoram University is pleased to notify the Terms and Conditions for Control and Management of Mizoram University Auditorium enclosed at Annexure-I.

This issues with the approval of the Vice Chancellor dated 28th May, 2015.

Encls: T & C.

(Dr. LALTHANCHAMI SAILO)
Deputy Registrar(Adm-II)

Copy to:

- 1) P.S to Vice chancellor, MZU for information.
- 2) P.S to Registrar, MZU for information.
- 3) All Deans, MZU for information.
- 4) All Heads of Academic/Administrative Deptt., MZU for information.
- 5) Guard file.
- 6) System Administrator : Post on MZU website.

(Dr. LALTHANCHAMI SAILO)
Deputy Registrar(Adm-II)

ANNEXURE-I

Terms and Conditions for Control and Management of Mizoram University Auditorium

1. The Auditorium can be used / hired from Monday to Saturday between 8.00 a.m. onwards to 12.00 p.m. for the morning session and between 01.00 p.m. to 5.00 p.m. for the evening session and 6.00 pm to 10.00 pm night session. The Auditorium is to be vacated in any case, by 10.00 pm, at all times.
2. There are 866 seats in the Auditorium.
3. The University will not be liable for any loss if the party cannot use the Auditorium due to failure of Power, riot, fire, strike, natural calamities, an act of war or other civil disturbances.
4. 100% charges must be paid by cash or Demand Draft, in favour of the Registrar, Mizoram University, within three working days, after receipt of allotment order.
5. Security Deposit of Rs. 5000.00 should be submitted to the Dy. Registrar, Adm-II which shall be refunded after smooth conclusion of the function / programme.
6. No reservation/booking will be treated as confirmed, unless the due amount(s) under Clause No.7 and 9 are paid for in full.
7. **HIRING CHARGES :**

I. AUDITORIUM:

- | | |
|---------------|-----------------------|
| a. With AC | Rs. 3,000.00 per hour |
| b. Without AC | Rs. 2,500.00 per hour |

Note : Additional hiring charge for 30 minutes or less would be Rs. 1,500 (AC) and Rs. 1,250 (Without AC); if it exceeds 30 mins, but less than 1(one) hour, it would be reckoned as 1 (one) hour.

II. AUDITORIUM CONFERENCE HALL:

- | | |
|---------------|---------------------|
| a. With AC | Rs. 600.00 per hour |
| b. Without AC | Rs. 400.00 per hour |

III. AUDITORIUM EXHIBITION HALL Rs. 400.00 per hour

Note: If DG Set is to be operated, Rs. 30 per minute shall be additionally charged.

8. CANCELLATION/POSTPONEMENT /PREPONEMENTS CHARGES:

The schedule for cancellation/postponement charges will be as follows :-

	Cancellation	Postponement / Preponement
3 months or more before the function	5%	Nil
2 months or more before the function	10%	5%
1 month or more before the function	25%	10%
15 days or more before the function	40%	25%
7 days or more before the function	75%	50%
Less than 7 days before the function	100%	75%

9. All applications for reservation of Auditorium shall be submitted to the Dy. Registrar, (Estate), Administration-II, on a prescribed form, which is available on MZU Website www.mzu.edu.in.
10. The Estates/Adm-II after scrutinizing the applications for the use / hire of the Auditorium may accept or reject them without assigning any reason. Decision of the Registrar, Mizoram University shall be final in this regard.
11. Allotment of the Auditorium will be made based on “Seniority” maintained according to the timing and date of receipt of Application for reservation.
12. The party using the Auditorium should strictly adhere to the cleanliness / sanitation and security norms invoked within the Campus.
13. The party hiring / using the Auditorium should leave the auditorium neat and clean& unblemished in terms of equipments fixtures and furniture etc.
14. Smoking is strictly prohibited in the Auditorium and on stage and Green room. The party hiring / using the Auditorium shall ensure that this is strictly observed. If found contravening the Regulations, action shall be taken as per COPTA policy.
15. The party hiring / using the Auditorium should report to the Auditorium in-charge before entering the auditorium and produce the Allotment Letter at the time of reporting and shall exit the Auditorium, after due assurance(s) is obtained from Estate/Adm-II.
16. The party hiring / using the Auditorium should take assistance of light and sound in-charge and no party will be allowed to handle the auditorium properties such as sound system, Video system / projector / Air Conditioner and Lightning system etc ., without the consent of Estates, MZU.
17. The party hiring/ using the auditorium will be responsible for any losses/damages to any property of the auditorium. If such losses / damages happen, it should be immediately reported to the Auditorium in-charge. The amount payable on this account will be determined by the University and decision so arrived at, will be binding on the party.
18. The University will not be held responsible for losses/damages of the properties of the hiring party used in the performance or kept in the Auditorium premises.
19. Posters/Banners of publicity will not be allowed to be pasted at will, on any area / space of the Auditorium but will be allotted on assigned space specified by Estates / Adm-II.

20. No extra lights or mikes will be installed by the party without prior permission.
21. No vehicle will be allowed for parking around the Auditorium premises except at the assigned parking lot.
22. Any other facility to be used by the party other than provided will require prior permission to the Auditorium In-charge/Estates and charges may be levied on the same if extra electricity, water is involved by the use of such facility.
23. Drinking / usage of alcohol/substances etc. is strictly prohibited within the premises of the Auditorium. The party booking the premises shall ensure that the rule is not violated. In case of violation, the security deposit will be forfeited.
24. The University reserves the right to cancel / cause to postpone / prepone allotment already given in case of upcoming important official functions of the University, which are unforeseen at the time of allotment. In such cases, hiring charges, if any, shall be refunded.
25. The University reserves the right to change and/ or alter / modify and / or all the terms and conditions, without any notice whatsoever.
26. The party hiring / using the Auditorium shall at all times maintain proper decorum, consistent to civic norms & ethics and shall in no manner cause unruly behavior(s) which can disturb the University environment and Campus welfare.
27. Refreshment shall not be served within the Auditorium.
28. Hiring charge shall be realized from all Parties, including Academic Departments, various service Associations of MZU with the exception of MZU official functions, involving the University.
29. Auditorium shall not be used for the following purposes:
 - (i) For activities/functions which may or are likely to cause damage to the University assets inside the Auditorium;
 - (ii) For activities/functions which may appear detrimental to MZU Campus or which may be considered unsuitable/inconsistent with the atmosphere of the institution of higher learning.

Apart from the above, MZU reserves the right to refuse permission to any party/applicant without assigning any reason.

MIZORAM UNIVERSITY

Tanhril: Aizawl- 796004

To

The Deputy Registrar,
Adm-II/Estates
Mizoram University
Tanhril: Aizawl

Dear Sir / Madam,

I/We request that the Auditorium, Mizoram University/Auditorium Conference Hall/Auditorium Exhibition Hall may kindly be reserved for my/our use, one of the following date and time:

1. Day(s) for which required: _____ to _____
2. No. of Hours required: _____
3. Nature of Function: _____
Starting time: _____ End time: _____
4. Expected numbers of Participants _____
5. Is it required for any rehearsal? If yes: Date(s) Time: _____
6. Are extra fittings / additional installation of sound / electrical equipment involved? Yes / No.
If yes, _____

I/We have read the terms & conditions governing the reservation of the MZU Auditorium and agree to abide by them fully and shall be bound by them. I/ We shall pay hiring charge within 3 days of receiving Allotment Order. In the event of the reservation being cancelled or postponed/preponed by me/us, I/We will pay the prescribed cancellation/postponement/preponements charges as per prescribed norms.

Thanking you,

Yours faithfully,

(Signature)

Name (IN BLOCKLETIERS) : _____
Designation : _____
Name of the party : _____
Address : _____
Phone (Off) : _____
Residence (Mobile) : _____
Email i.d : _____