

To,  
The Project Director,  
P.L. Deshpande Maharashtra Kala Academy,  
Sayani Road, Prabhadevi,  
Mumbai- 400 025.

Dear Sir/Madam,

Kindly grant me/us permission to use the Ravindra Natya Mandir Auditorium/Mini Theatre on ..... from.....

I/We have read the Rules and Regulations relating to the administration of the P.L.Deshpande Maharashtra Kala Academy and I/We agree to abide by them.

I/We herewith submit Rs..... as deposit and Rs..... as advance rent against hire charges.

I/We agree that the fees paid by me/us are not refundable to me/us under any circumstances.

I/We agree to abide by the rules regarding catering & will not bring any eatables or food packets from outside.

Yours Faithfully

**N.B.:** Demand Draft should be drawn in favor of 'Project Director  
P.L.Deshpande Maharashtra Kala Academy'

## **Schedule and Details of the Program**

1. Name of Institute/Person :
  
2. Address & Telephone No. :
  
3. Applicant's Full Name :
  
4. Address & Telephone No. :
  
5. Applicant's connection  
with the Institution :
  
6. Name of the Chairman or  
President of the Institution:
  
7. Is Admission Free or  
by Tickets.
  
8. Details of Programme  
giving aims and objects

**N.B.:** The Management must be informed about the details of the final Programme  
15 days before the performance.

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**(NOT TO BE FILLED IN BY THE APPLICANT)**

The above application is accepted/ not accepted

Deposit (Demand Draft) Receipt No.:

Rent (Demand Draft) Receipt No.:

Authorized Signatory

## **P.L. DESPANDE MAHARASHTRA KALA ACADEMY**

(Rules governing the use of the Auditorium/Mini theatre)

<b>Control and Management</b>	The Control and Management of P.L. Deshpande Maharashtra Kala Academy is by the Government of Maharashtra through the office of the Project Director.
<b>Academy's power to make Rules</b>	The Academy shall, from time to time, prescribe rules and regulations governing the general management, administration and maintenance in proper conditions, of the facilities including the appointment and duties of employees connected with the Academy. These rules are subject to alterations at any time at the discretion of the Academy.
<b>Use of Facilities</b>	The facilities will be provided for lectures, discourses, conferences, performances and social, educational, cultural and recreational activities on such terms and conditions as prescribed from time to time by the Academy.
<b>Schedules of Charges</b>	The Schedule of charges for the use of the facilities shall remain in force till such time they are revised by the Academy. The Academy reserves the right to increase the hire charges at short notice.
<b>Transfer</b>	For the transfer of dates there will be an extra charge of Rs.2000/- provided required dates are available and due notice is given in time as per our rules.
<b>Application in Prescribed Form &amp; Advance</b>	<ol style="list-style-type: none"><li>a. Every application for the use of the Ravindra Natya Mandir Auditorium/Mini Theatre shall be submitted in the prescribed form furnishing all details required in it to, the office of P.L. Deshpande Maharashtra Kala Academy, Sayani Road, Prabhadevi, Dadar (W), Mumbai- 400 025.</li><li>b. The application shall ordinarily be made well in advance for the day on which the facility needed.</li></ol>

<p style="text-align: center;"><b>Advance Payment Refund &amp; Forfeiture</b></p>	<p>a. Each application for the use of the Auditorium/Mini theatre should be accompanied by an advance of Rs.10, 000/- for Ravindra Natya Mandir &amp; Rs.5,000/- for Mini theatre.</p> <p>b. On the acceptance of the application, the balance amount should be paid one month before the date of the use of the Auditorium/Mini theatre failing which said advance shall be forfeited and if the intimation regarding the cancellation or the payment is not received in this office in writing, the party shall have to pay the full amount of hire charges. In the absence of any intimation to this effect, the reservation will automatically cease and allotment will be made to a new party and if such parties book the Auditorium/Mini theatre in future, full amount of the hire charges will be collected in advance at the time of booking the Auditorium/Mini theatre.</p> <p>c. After making the application for the use of the Academy, if the applicant withdraws his application, such advance or such full amount mentioned, respectively in sub clause (a) &amp; (b) Rules of <b>Advance Payment Refund &amp; Forfeiture</b>, as stands to the credit of the applicant on the date of withdrawal shall be forfeited.</p>
<p style="text-align: center;"><b>Power to Accept / Reject Application</b></p>	<p>The Academy or any officer who is authorized by it on its behalf, after scrutinizing the applications for the use of the Auditorium/Mini theatre may accept or reject them without assigning any reason.</p>
<p style="text-align: center;"><b>Deposit</b></p>	<p>i. The deposit amount not collected within three years shall be forfeited without any notice.</p> <p>ii. This deposit amount will not be refunded if there is a breach of rule (c) of <b>Advance Payment Refund &amp; Forfeiture</b> in the by the party.</p>
<p style="text-align: center;"><b>Deduction for damages &amp; Academy's Decision final</b></p>	<p>From the amount deposited under Rule (i) of <b>Deposit</b>, such sums shall be deducted as are needed to cover the cost of damage, if any, done to the building, furniture, fittings, paintings, electrical and other apparatus, etc., during the use of the same by the applicant, and the balance if any shall be refunded to the applicant. The decision of the management in these matters shall be final and is binding on the applicant concerned.</p>

<p><b>Recoveries for excessive damages</b></p>	<p>If the cost of damage done to the building etc., referred to clause of this rule be more than the deposit amount, the differences as determined by the management shall be paid by the applicant.</p>
<p><b>No claim entertained on cancellation of permit</b></p>	<p>The Academy 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 there on. The applicant shall not be entitled to claim any damage or compensation whatsoever by reason of such cancellation</p>
<p><b>Permits liable to cancellation to objectionable / irregular uses</b></p>	<p>If at any time after the grant of permission for the use of the Auditorium/Min theatre, the Academy considers that it has reason to opine that.</p> <ul style="list-style-type: none"> <li>i. The performance for which permission has been granted (a) is objectionable or (b) is transgressing or likely to transgress any of the Rules and Regulations relating to the use of Auditorium/Min theatre, or</li> <li>ii. The applicant has made false statement concerning the scope and object of the performance.</li> </ul> <p>The Academy shall be at liberty to cancel the permission to use Auditorium/Min theatre without assigning any reason. In such an event the advance and the deposit received from the applicant shall be refunded. However the opinion of the Academy shall not be questioned and the applicant shall not be entitled to claim any damage or compensation whatsoever by reason of such cancellation.</p>
<p><b>Programmes infringing copyright disallowed</b></p>	<p>No programme shall be allowed in the Auditorium/Mini theatre which would constitute an infringement of copyright of any individual or institution. Should any such programme were to take place before the knowledge of infringement comes to light, the applicant infringing the copyright shall be responsible for all consequences, legal or otherwise which follow. The Academy or the Management of the Auditorium/Mini theatre shall be held in no way responsible for the same.</p>
<p><b>Validity of Reservation / Receipts</b></p>	<p>All reservations, as also all receipts for all payments of charges and dues, shall become valid only when signed by the Management or the Accountant of the Academy or any person authorized by the Academy to act on its behalf.</p>

<p><b>The Academy not responsible if the auditorium / theatre is not allowed for use</b></p>	<p>The Use of the Auditorium/Mini theatre shall be available in order of reservations made in advance, but for any reason, it is not possible to allow the use thereof, the Academy shall not be responsible in any respect, and in this event, the amount standing to the credit of the party shall be refunded but the applicant shall not claim any damage or compensation on that account.</p>
<p><b>Duration of Possession &amp; Charges payable for overtime</b></p>	<p>a. The possession of the Auditorium/Mini theatre shall be given to the applicant not more than one hour before the time fixed for the use and one hour after the time fixed for the completion of the same.</p> <p>b. If the applicant fails to give possession of the Auditorium/Mini theatre within the specified time, he shall pay such extra charges and penalty as may be determined by the Academy in its absolute discretion for the unauthorized use of the Auditorium/Min theatre.</p>
<p><b>Use limited to basement floor only</b></p>	<p>The permission to use the Auditorium/Mini theatre is strictly limited to the stage, the auditorium and the necessary adjuncts in the basement floor. It does not include access to any other part or floors of the building.</p>
<p><b>Permit non-transferable</b></p>	<p>The applicant shall not transfer his permit or sublet or relet any portion of the Auditorium/Mini theatre to any other person or institution.</p>
<p><b>Any disfigurement of Auditorium / Mini theatre is forbidden</b></p>	<p>The applicant shall not drive nails in any part of the building or furniture nor do any similar acts as would spoil or disfigure the Auditorium/Mini theatre in any way. He/She shall not also remove the furniture or other articles and fixtures from their original places.</p>
<p><b>Academy is not responsible for failure of service</b></p>	<p>The Auditorium/Mini theatre is equipped with a revolving stage sound and light equipment, air conditioning etc., for efficient service. While every effort shall be made to maintain the service in order, the Academy shall not be responsible for any failure or breakdown or curtailment thereof.</p>
<p><b>Academy permission is necessary for use of outside equipments</b></p>	<p>The use of outside furniture, fixtures sound and light equipment shall be allowed inside the Auditorium/Mini theatre at the discretion of the Academy and on such terms and conditions as may be prescribed by it in this behalf.</p>

<p><b>Orderly Conduct of Programme blinding on the applicant</b></p>	<p>All programmes, and proceedings of the meetings 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/Mini theatre is permitted. The applicant shall undertake all responsibility and the Management of the Auditorium/Mini theatre shall in no way, be held responsible in this matter.</p>
<p><b>No overcrowding in the Auditorium / Mini theatre</b></p>	<p>The applicant will not allow overcrowding in the Ravindra Natya Mandir &amp; Mini theatre which has a total seating accommodation of 911 &amp; 199 seats 18 seats (Row A- 7 to 10, D- 8 to 19, B- 19,20) in Ravindra Natya Mandir &amp; 4 seats (row A- 7 to 10) in the Mini Theatre will be reserved for the management of the Academy. No more persons will be permitted in the Auditorium/Mini theatre over and above these fixed seats.</p>
<p><b>Smoking &amp; other nuisance for bidden</b></p>	<p>Spitting, smoking, committing nuisance of any kind or otherwise making any portion of the Auditorium/Mini Theatre or furniture walls, etc. dirty in any way is strictly prohibited and the applicant shall be responsible for the observance of these Rules.</p>
<p><b>Academy permission is necessary for use of Outside Catering</b></p>	<p>No catering by any outsiders shall be permitted in the premises of the Auditorium/Mini Theatre. Permission for providing catering facilities shall, however, be obtained from the Academy on such terms and conditions as may be prescribed by it. The applicant will not be permitted to have his catering in the premises of the Auditorium/Mini Theatre.</p>
<p><b>Catering inside for bidden</b></p>	<p>No eatables or drinks of any kind shall be taken inside the hall, foyer or passages.</p>
<p><b>Sponsors Banners / Counters</b></p>	<p>Not earlier than a week before the day of the use, the applicant shall be allowed to display only one sign not exceeding 6'x3' with details of the programme or function within the Auditorium/Mini Theatre premises. Sales, Promotional &amp; Sponsors banners or Counters will not be permitted.</p>
<p><b>No music / loudspeakers at or outside entrance</b></p>	<p>No music of any kind shall be played at the entrance not shall loudspeakers be installed outside the entrance of the Auditorium/Mini Theatre.</p>

<p align="center"><b>Badges for artists</b></p>	<p>The applicant shall provide proper badges (signs) to the artists and others who are required to work on the stage. Only persons wearing proper badges shall be allowed on the stage.</p>
<p align="center"><b>Authority to enter Auditorium / Mini theatre</b></p>	<p>The Management Manager, officer and staff of the Academy connected with the Auditorium/Mini Theatre shall have full authority to enter any part of the stage or auditorium during the use of the same by the applicant.</p>
<p align="center"><b>Responsibility of applicant for all Legal obligations &amp; Taxes</b></p>	<p>The Applicant shall be solely responsible for.</p> <ol style="list-style-type: none"> <li>i. Proper use and any damage done to the property while in his use.</li> <li>ii. Observance of Police and Municipal Rules and Regulations in force for the time being including non-use of the Auditorium/Mini Theatre beyond the stipulated hour fixed by the Government and Municipal authorities and obtaining ticket selling and Performance licenses from the Police Commissioner.</li> <li>iii. Payment of all Taxes including Municipal Theatre Tax livable on the performance.</li> <li>iv. Levy: 10.3 % <b>SERVICE TAX</b> on the rates mentioned in the rate chart.</li> </ol>
<p align="center"><b>Special rules for the Qawali &amp; such related programmes</b></p>	<ol style="list-style-type: none"> <li>i. No programme will be permitted after 01.00 hrs or the time sanctioned by the commissioner of police.</li> <li>ii. Party will have to produce all the licenses relating to the programme 7 days before the date fixed for the show.</li> </ol>
<p align="center"><b>Service of Ushers</b></p>	<p>The services of the Ushers shall be provided by the Auditorium/Mini theatre and the party booking the Auditorium/Mini theatre will have to pay the amount as mentioned in the rate chart for the services rendered subject to increase at short notice.</p>