

# Dukhulal Nibaran Chandra College

## Application for Permit to Conduct an Event at Auditorium.

I, .....on behalf of, .....(Name of the Organization/ Institution) hereby apply for permit to conduct an event at College Auditorium, on and from..... to ..... The particulars of the event are as follows;

- a. Name of the Organizer: .....
- b. Name of the Organization: .....
- c. Title of the Event: Social/ Religious/ Political/ Business/ Cultural/ Educational/ Others. (Tick )
- d. If 'Others' mention the title: .....
- e. Date of the Event: .....
- f. Time of the Event: .....

### **Terms & Conditions:**

1. Application should be submitted at least seven days prior to the main event.
2. The rent, i.e. Rs.5000/- for AC and Rs.- 3000/- for Non- AC, should be submitted subject to approval of the authority.
3. Outside foods and drinks are completely prohibited.
4. No poster should be taped or glued on any wall of the auditorium. It is completely prohibited.
5. It is the responsibility of the applicant to maintain the sanctity of the place and if any unwanted situation prevails and brings some damages to the property of the auditorium then it is his/ her sole responsibility to compensate.
6. The auditorium will be given on Saturdays (after 2 PM), Sundays and other holidays subject to the approval of the authority, without hampering the educational environment of the institution.

I, .....do hereby declare that I ll abide by the above mentioned terms and conditions and will smoothly conduct the event without hampering the cultural/ educational environment of the institution.

Signature and Seal of the Organization.