Jawaharlal Institute of Post Graduate Medical Education and Research,
(JIPMER), Puducherry – 6.
(An institution National Importance)
Under Ministry Health & Family Welfare, Govt. of India.

DETAILS OF AUDITORIUM

Location:

It is located inside the JIPMER campus and accessible from the main road of Puducherry to Thindivanam Highway. (NH-45A)

Terms of Hiring:

1. Prescribed application is available in the website: www.jipmer.edu.in
2. Allotments are made on rental charges prescribed by Institute per day.
3. Allotments made on Institute, Official, Semi Official, Private & Staff categories.
4. All the matters will be the dealt with the rules framed for allotment of Auditorium.
5. Decision of the Director / Chairman of the competent committee / OIC is final.

Facilities Available:

Main Auditorium I: Seating Capacity: 740

i. Main Hall
ii. Pantry
iii. Exhibition room
iv. Dining hall
v. Parking area

Annexes II

i. Multipurpose Hall
ii. Conference Hall

Infrastructure details:

Parking area to accommodate more than 100 four wheelers / vehicles. Front view lawn with water fountains. Balcony, Toilets, Spacious verandah Fire Alarm, Security Services etc.,

1. **Details of stage lights and other technical facilities. :**

5 ft raised dais with approaching stairs. Space for 20 seats in two rows Nearby corridors. Entry and Exit ways for VIP or Artiste. Backdrop display facilities. Decoration space Podium with Mics & Lights. Electrical points for electronic equipments. Curtain & proscenium etc.

2. **Graphic view of Auditorium :**
   Exquisite face lift with lighting display, glassed doors, stairs, ramp for walk wide Verandas, side rooms, toilets, sideways, balcony sound proof roofing, fully air-conditioned

3. **Layout plan :**
   Standing in the middle of the vast area front side having lawn view left side with parking facility right side having open space facility, etc.

4. Rates of hiring Charges : **Click Here**

5. Booking procedure and Timing :
Prescribed Application forms available in the website www.jipmer.edu.in Prescribed charge has to be deposited in the JIPMER cash section.
Full Day : 24 hours (Including Preparation & Vacation)
Half Day : 12 Hours
Additional charges for extra hours.

6. **Application Forms :** Available in the website www.jipmer.edu.in
   Email:-auditorium@jipmer.ac.in

7. Terms and Condition of Allotment of Auditorium :
The allotments consists the following facilities:
Main hall
Panty
Exhibition Room
Dining Hall
Parking Area
Multipurpose Hall
Conference Hall

Charges are applicable as per the rates notified by the Committee/ Director. The Director, JIPMER or his authorized authorities has the powers of all allotments, relaxation of rules waiving of rental charges etc., the organizer has to submit the application with brochure or program schedule. The cancellation charges will be levied if program is canceled.

The Caution deposited will be refunded after deducting damages if any and overtime charges. The Organizer / applicant will have to deposit all the allotment charges in one lump sum for the days in JIPMER cash section or D.D may be drawn in favour of Director, JIPMER payable at Puducherry.

Auditorium authorities will not allow more people than the seats available. Eatables and Beverages are not allowed inside the hall(s). organizers have to secure the necessary / mandatory licenses, approval etc., as required before the event. Penalty fines occurring due to non compliances will be bear by organizers and the penalties and over time charges will be deducted from caution deposit.

AVAILABILITY

1. The Auditoriums will be available for 24 hours basis. No booking will be made for National holidays viz; 26th January, 15th August and 2nd October except in the case of Institute functions and Govt. departments.
2. The Management reserves the right to cancel the allotment of the auditorium at any time without assigning any reason. No damage can be claimed by the hirer or any other persons for such cancellations what so ever. The Management reserves the right to refuse the booking of auditorium to any party without assigning any reason.

RESERVATIONS

The Auditorium shall be reserved on written request in the **prescribed Performa** only

(Annexure 1) No booking will be considered confirmed unless the hire charges 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

(a). The hire charges of the auditorium and other connected accommodation will be as detailed above.

(b) In case of any revision in the license fee / hire charges, the hirer shall have to pay the difference in advance.

GENERAL CONDITIONS FOR HIRING

The organizers shall not issue ticket/invitation cards in excess of the seats available in the Auditorium and print prominently on the ticket/invitation cards the following: - **"Entry to the Auditorium will be closed as soon as the hall is full: Handbags, Camera, Pagers, Helmets, Eatables, Drinks (including water bottles), and Fire Arms are not allowed inside the Hall**". In the event of restrictions being imposed on account of security by the management of Auditorium or any other authority having jurisdiction in the area on the working or movement of labor/material, the organizer shall strictly follow the same. The loss of time on the account, if any, shall have to be made by generating additional resources etc. General Security restrictions are given as under:-

a) The organizer shall inform in advance about the number of vehicles entering the Auditorium Complex along with their registration no.

b) The movement of vehicles shall be regulated in accordance with the rules of the Auditorium.

c) Stay of labor/workmen will not be allowed in the Auditorium beyond the permissible time limit.

d) A list of material being brought inside the Auditorium along with a list of the workers/ additional security guards shall be made available to the AE(C) of the Auditorium 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 other food supplier/caterer shall be permitted to operate/provide food, eatables etc., inside the Complex other than the Caterer of engaged. In case of violation of any guidelines for hiring of the Auditorium, your booking will be cancelled forthwith with no refund.

<u>Other conditions</u>:-

1. The shifting of furniture already provided in the auditorium is not permissible.
2. 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.

3. No equipment or material posing fire hazard shall be used for storage in any place within the auditorium and the Director 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.
4. No loud speakers shall be allowed in any part of the auditoriums premises without prior written permission of the Management.
5. If any extra lights are desired a temporary electric connection must be obtained by the hirer.
6. The security guard of the Management will be posted at the entrance gates and inside the auditorium foyers 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 auditorium foyers or green room etc. if the same are considered undesirable in public interest.
7. No space meant for public circulation will be blocked.
8. .The catering points may be used for soft drinks and snacks, but their preparation in Complex shall in no case be permitted.
9. The allottees are to obey conditions imposed by Auditorium / JIPMER Authorities from time to time.
10. Any dispute between the allottees and Auditorium / JIPMER Authorities, the decision of the Auditorium / JIPMER Authorities are final.

Any disfigurement of Auditorium is for bidden

The application shall not drive nails in any part of the building or furniture nor do any such act as would spoil or disfigure the Auditorium in any way. He shall not also remove the furniture or other article and fixture from their original positions.

Auditorium Authorities/JIPMER Authorities not responsible for failures of services

The Auditorium is equipped with a stage, sound and light equipment, Aircondioning, etc., for efficient services. While every effort shall be made to maintain the service in order. And shall not be responsible for any failure of breakdown or curtailment thereof. Further for breakdown of water and electricity services, Auditorium/JIPMER authorities are not responsible.

Orderly conduct of program(s) binding on applicant

All programs and proceeding of the meeting 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 is permitted. The applicant shall undertake all responsibilities

and shall in no way, be held responsible in this matter.Theapplicant shall ensure that no damages takes place to the property,furniture,fixtures and fitting of the Auditorium .

Smoking and other nuisance forbidden

. Spitting, smoking committing nuisance any kind or otherwise, making any portion of the Auditorium of furniture wall, etc., dirty in any way is strictly prohibited and the applicant shall be responsible for the observance of these rules.

Badges for artist

The applicant shall provide proper badges (signs) to the artists and all other person who are required to work on the stage. Only persons wearing badges shall be allowed on the stage.

Authority to enter Auditorium

The Custodian, Manager, Officers and staff of the Auditorium and connected with the Auditorium Department shall have full authority to enter any part of the stage or auditorium during the use of the same by the applicant.

Fire Precautions

"Under no circumstances candles, panthies, diyas, incense sticks or no such inflammable materials be allowed in the Auditorium premises even if it is a part of drama or event. However, one lighting lamp would be allowed on the stage for the inaugural purpose only."

Insurance Cover

29. The applicant shall make his own arrangement for the insurance cover for all types of risks for his own and third parties property and life. Auditorium does not accept any responsibilities for any loss or damages to the property and life in what so ever manner of any liability towards him or third parties.

Gate Pass

No materials will be allowed to be taken out of the Auditorium hall without the the valid

gate-pass obtainable from the officer authorized by the Manager – Auditorium. The applicant should ensure that all dues to have been paid and a clearance certificate obtained from the authorized officer before any material is allowed to be taken out.

Cancellation rules & Regulation

Where cancellation is made 30 days prior to scheduled programmes, refund will be made after deducting 10% of the total amounts paid. If cancellation made less than 30 days refund will be made after deducting 25% of the total amount paid.