

Guidelines for Booking of Auditorium*

(i) General Rules :

1. The Auditorium will primarily be booked only for Academic activities such as Lectures, Seminar, Conference, CME Programmes, Symposium, workshops, etc. or activities related to medical profession. Priority for booking of the auditorium will be for NAMS activities.
2. The Auditorium will not be booked for any political/religious activities, general body meetings, holding of elections of office bearers of societies, convocations, Birth Day / Foundation Day event of any organisation/society, etc.
3. There are 292 seats in the Auditorium. A few seats in the first row of the auditorium are reserved exclusively for the senior officials/observer(s) of the Academy and Organiser or for handicapped and disabled persons/audience.
4. The auditorium will be initially booked only for a single day event during the normal office hours from 9.00 a.m. to 6.00 p.m. and to be vacated within an hour after the meeting. This is not applicable for NAMS activities.
5. Children below 8 years of age are allowed with their parents/attendants only in the Auditorium.
6. All reservations will be made on prescribed form only. Verbal/telephonic reservations will not be entertained. Green area / garden near the Auditorium can not be booked or used for activities. NAMS reserves the rights to refuse booking of the auditorium or to revise the auditorium booking charges at any time without assigning any reason.
7. The damage, if any, made to the Auditorium fittings, fixtures, etc., during the course of use, the organizer will be responsible to make such loss by making payment through DD or from the security deposit as may be decided by the NAMS.
8. The Academy will not be held responsible for losses/damages of the properties of the hiring organisation used in the performance or kept in the auditorium premises.
9. Posters/Banners of publicity will not be allowed to be stuck on any portion of the auditorium but will be allowed at the designated space specified in the auditorium. Posters or notices are allowed only in Foyer, outside the auditorium.
10. The organiser will obtain Police permission prior to the performance of the event and will be responsible for the maintenance of law and order, traffic control etc. as per Govt. rules applicable in Delhi & NCR.
11. No vehicle will be allowed for parking inside the compound or just opposite the main entrance except at the authorised parking space, available at multilevel underground parking at Masjid Moth, AIIMS, near NAMS.
12. No extra lights or mikes or audio-video equipments will be installed by the organiser without prior permission. Any other facility to be used other than provided will require prior permission from the auditorium in-charge and charges may be levied on the same if extra electricity, water is involved in the use of that facility.
13. Smoking, drinking of alcoholic drinks is strictly prohibited in the premises of the academy. The organiser booking the premises shall ensure that the rule is not violated. In case of violation, the security money will be forfeited and legal action will be also taken.
14. Designated spaces have been marked out for floral rangoli and floral decorations. Only floral decorations are allowed. Display of goods/products is not permitted inside or outside the Auditorium.

15. No firework will be allowed within the premises of the auditorium and academy. The Academy is legally responsible for enforcing the fire safety regulations in the venue within the NAMS premises.
16. For any mis-happening/incident/medical emergencies during the program, the responsibility will be that of the organizer. No medical facility is available in the NAMS premises.
17. Organisers are advised to take care of conference material/technical equipments/personal belongings, as NAMS is not responsible for their safety.
18. In view of the prevailing security environment during the event, organizers of the programme are to nominate designated representatives for indentifying delegates and guests to ensure that only invited persons are allowed to attend the programme.
19. In case the organiser is unable to use the booking venues due to any mechanical/electricity failure or on account of riot/fire/earthquake or an act of war or an act of God, NAMS will not be liable for any loss suffered by the booking organisation and the organiser will co-operate with the staff of NAMS.
20. Organisers are requested to avoid making noise inside & outside the meeting venues and strictly adhere to the time slot for which bookings have been made.
21. Organisers are requested to avoid overcrowding in the hall and premises.
22. Only limited external furniture is permitted into the Academy with prior approval. The furniture inside the Auditorium should not be shifted to any other place.
23. The organizers have to sign the occupation and vacation reports available with the Academy staff member, while taking over and handing over the venue.
24. Honorary Secretary or any authorized official from NAMS, may grant exemption from the operation of any of the rules in exceptional cases on merit.

(ii) Tariff Rules :

1. All booking reservations for the auditorium will be made on the prescribed form (enclosed) only. Verbal/ telephonic reservations will not be permissible.
2. Only after approval from NAMS Auditorium Booking Committee, full booking charges along with the security money must be deposited as per guidelines within a week time. Booking will be cancelled after a week and a fresh application will be required for booking.
3. Booking amount for the auditorium will be Rs.20,000/- per day for a single day event. Besides booking amount, Security deposit (refundable) amounting to Rs.20,000/- also needs to be deposited which will be refunded within seven days after the programme or if programme get cancelled/changed. This is not applicable for NAMS activities.
4. The organizers are advised to collect confirmation letter of booking of the Auditorium from the concerned office after submitting usual tariff of Rs.20,000/- (Rs. Twenty Thousand only) along with security deposit at least 20 days before the programme.
5. The charges for booking and security deposit are to be paid through Demand Draft (D/D) only in favour of the '*Secretary, National Academy of Medical Sciences (India)*', payable at New Delhi, and to be deposited with the Accounts Section, NAMS, Ansari Nagar, Mahatma Gandhi Marg, New Delhi - 110029.
6. Notice for preponement/postponement/cancellation of an event should reach the Academy at least seven days prior to the date of function (excluding the date of function) in writing, failing which booking amount as mentioned below will be forfeited.

	<u>Cancellation</u>	<u>Pre/Post-ponement</u>
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%

(iii) Catering :

1. Catering services can be hired from any panel of caterers/agency as approved by NAMS.
2. Lunch or any other refreshment, eatables etc. will not be permitted inside the auditorium.
3. Organisers are required to ensure that catering facilities are strictly followed and to keep the premises clean after the event is over. Appropriate action will be taken in case of any deviation.

(iv) Booking Form :

Booking Form and Affidavit attached.

* *As per Recommendations of the Auditorium Sub-Committee on Framing Guidelines for the use of Auditorium and approved by the 139th Council Meeting held on 17th July, 2016*

NATIONAL ACADEMY OF MEDICAL SCIENCES (INDIA)
NAMS House, Ansari Nagar, Mahatma Gandhi Marg, New Delhi- 110029.
Telephone No. 01126588718, 01126588134, E-mail: nams_aca@yahoo.com

**Application Form for Booking of Smt. Kamla Raheja Auditorium &
Prof. J.S. Bajaj Centre for Multi-professional Education**

1. Name of Member/Organisation _____

2. Communication Address _____

3. Contact Telephone No. _____ Mobile No. _____ Fax No. _____
4. Date on which Auditorium required _____
5. Timing FROM _____ TO _____
6. Purpose for which required _____

7. Number of Person expected _____
8. Name of Chief Guest (if any) _____

9. Is the event being organized in collaboration or Funding with some outside agency. _____
(like Society/Association/Charitable Institutions/
or any other professional body) ? _____
10. Is delegate participants fees being charged from the Participants? _____
11. Is the function/event is CME/Workshop/Symposium Funded/approved by NAMS? _____
12. Brochure / website address of the event, if available _____
13. Have you read the Guidelines/Terms & Conditions Formulated by the NAMS? Yes / No

I/We have read and understood the guidelines for booking of the venues and catering, and undertake to fully comply with these guidelines. In case of non compliance, the booking will be cancelled & security money will be forfeited.

Yours faithfully,

Signature : _____

Signature : _____

Name Capital Letters : _____

Name Capital Letters : _____

Designation : _____

Designation : _____

Full Address : _____

Full Address : _____

Telephone No./Mobile Number :

Telephone No./Mobile Number :

Email address, if any :

Email address, if any :

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Signature of Head of the Department/Institute

Competent Authority

(Official Seal of the Office)

Recommended by the Fellow of the Academy:

Signature of the Fellow:

Name of the Fellow :

Booking Amount Detail : [P.S. - Only after approval from NAMS Auditorium Booking Committee, full booking charges along with the security money must be deposited as per guidelines within a week time. Booking will be cancelled after a week and a fresh application will be required for booking.]

<u>Draft</u>	<u>Bank & Branch Detail</u>	<u>DD Number and Date</u>
(i) Booking Amount	_____	_____
(ii) Security Amount	_____	_____

Signature of Head of the Department/Institute _____

Competent Authority

(Official Seal of the Office)