

## **Rules for using theatre in Sector-16, 20, 22, 28, 29, 30**

1. The normal hours of use in the theatre will be from 7-00 hours in the morning till 6.30 am on the next day.
2. Advance bookings will be made in the first week of the month prior to the four calendar months, i.e. November bookings will be made in the first week of July, December bookings will be made in the first week of August and January bookings will be made in the first week of September.
3. If more than one application is received for one date at a time, a draw will be made against each applicant at the head office of the corporation and the allotment made as per the draw will have to be validated by that applicant. The applicant will have to provide the demand draft or cash of the amount of rent and deposit along with the application only after which the applicant will be able to participate in the draw.
4. The theatre draw will be held four months ago on the 8th of the month at 12 noon. The remaining days can be booked any time after the 8th of the month from 11.00 am to 2.00 pm.
5. The following will be deducted from the rental amount to cancel the booking made.
  - 1) 25% within 61 days to 120 days.
  - 2) 50% within 31 days to 60 days.
  - 3) 75% within 01 day to 30 days.
6. Garba / musical program in the theatre will have to be paid separately as per 50% of the rent paid for non-business purpose.
7. Garba / musical program in the theatre will have to be paid separately for three times the rent paid for business purposes.
8. Administrative charge Rs.2000 / - One day full theatre possession will have to be obtained at 7.00 am.
9. No excavation or stage can be built in the theatre grounds or in the lawn ground.
10. The stage will have to use the existing stage in the theatre.
11. Banners or nails may not be affixed to the walls or floor of the stage.
12. The user of the sofa in the theatre has to pick it up from the go down himself and deposit it there after the event is over.
13. The sofa in the theatre will not be allowed to be taken out of the theatre.
14. Out of 3 rooms in the theatre, only one room will be allotted. The second room will not be allotted as it is an office and server room.
15. Plastic plates, dishes, cups, glasses, bowls, etc. may not be used by the theatre applicant for dinner or for drinking water or tea-coffee etc. And after the meal, all the leftovers and dirt like dishes, plates, cups and glasses etc. have to be cleaned and put in the dustbin.
16. No work of any kind can be done around the fountain installed in the grounds of the theatre.
17. The theatre user should not damage anything of the theatre. If an item is damaged, the rupees will be charged according to the market price of the item. In addition to this, the theatre users do not dispose of the waste in the sewer line at the end of their event. For this purpose, they keep a separate dustbin for door to door collection of garbage and give it to the garbage collection vehicle and dispose of dishes etc. Must be put in the trash. If there is any fault in this matter, Rs. 3000 / - will be charged from their deposit as administrative charge. Guarantee of this matter has to be given in writing by the person making the booking on the stamp of Rs.50 / -.
18. The Gandhinagar Municipal Corporation reserves the right to cancel the booking without any notice or notification as the need arises for the booked theatre government work.
19. Do not pick or break any flowers or plants from the garden in the compound.
20. Primus and cooking gas will not be allowed inside the room.

21. Users will have to pay the electricity and gas bills used in the theatre.
22. Users in the theatre will not be allowed to engage in any kind of illegal activity.
23. The cook in the theatre will not be allowed to cut or serve meat, fish etc.
24. I.D. Xerox of proof has to be given along with Rs. 50 / - stamp.
25. You will not get a copy of the CCTV footage installed in the theatre, do not ask for any booking.
26. It will be the responsibility of the user applicant of the place to get the required government license for the program in the theatre. The Gandhinagar Municipal Corporation will not be responsible for any government legal situation that occurs in which the fault arises.
27. The premises of the Municipal Corporation may not be given to any person other than the applicant for booking the theatre. If it is found to be used by others at the time of investigation, the deposit made by the booking applicant will be confiscated and the program will be closed with immediate effect and penal action will be taken by the Municipal Corporation.
28. Municipal officials in the theatre will have to co-operate whenever they enter the hall for inspection or for any reason.
29. Do not use any kind of dirt in the theatre space in such a way that the tenant will have to clean the place after completion of the program and hand over the charge to the security guard.
30. Do not pick or break any kind of plants or flowers from the garden in the compound.
31. The booking applicant should not take any work from other working staff. Also, do not show any work and do not do any kind of rude behaviour and do not give them any remuneration or reward.
32. If the theatre is not to be used on the date of booking, the Deputy Municipal Commissioner may apply to the Gandhinagar Municipal Corporation to change the date of booking seven days prior to use. 500 / - for changing the date and if the theatre is not booked on the new date, the date will be changed once.
33. Loudspeakers cannot be played outside the theatre. Only instruments will be allowed inside the theatre. It will be the responsibility of the user applicant of the place to get the license. The Gandhinagar Municipal Corporation will not be responsible for any government legal situation that occurs in which the fault arises.
34. In case of any dispute, the decision of the Commissioner, Gandhinagar Municipal Corporation will be final.

**The following affidavit is to be affixed on a stamp of Rs. 50.**

**"So I signed the following Mr / Mrs / Miss \_\_\_\_\_**  
**Age \_\_\_ Business \_\_\_\_\_ Resident \_\_\_\_\_**

**We declare in the affidavit that I have booked the theatre of Sector - \_\_\_\_\_ run by Gandhinagar Municipal Corporation on \_\_\_\_\_. We guarantee to pay rupees According to the market price of any item which will cause any loss to the theatre during our use during the event if we are at fault in this matter, we will accept the deduction from our deposit as per the rules made by Gandhinagar Municipal Corporation. We declare it in this oath. "**

**The above affidavit is true and true, making a false affidavit becomes a crime. We know that.**