



## **Policy for Booking of Auditorium (Utilization & General Rules and Regulation) for outsiders**

### **1. Eligibility for Booking-**

- 1.1. The Auditorium is available for use by organizations, companies or individuals for events such as conferences, seminars, cultural events, workshops and other approved purposes.
- 1.2. Bookings are subject to the approval of the Competent Authority and availability of the Auditorium.

### **2. Booking Procedure-**

#### **2.1. Online Booking Submission**

- 2.2. Visit the Institute's official website at kindly click here- **SPA Bhopal**
- 2.3. Go to the "Auditorium Booking" section or directly access the booking form via this link: [Insert Direct Link].
- 2.4. Fill out the online form with accurate details, including:
- 2.5. Name of the organization/individual
  - 2.5.1. Contact information (email, phone number)
  - 2.5.2. Aadhar No.
  - 2.5.3. Purpose of the event
  - 2.5.4. Preferred date(s) and time(s) of the event
  - 2.5.5. Expected number of attendees
  - 2.5.6. Additional requirements (e.g., audio-visual equipment, technical support, etc.)

#### **2.6. Acknowledgment of Request**

- 2.6.1. Once the form is submitted, the applicant will receive an acknowledgment email confirming the receipt of request.

### **3. Review and Approval**

- 3.1. The concerned office will review the request to ensure it aligns with the institute's policies and Auditorium availability.
- 3.2. If required, the concerned office may contact the applicant for additional information or clarification.
- 3.3. A final confirmation or rejection of the booking will be communicated via email or phone within 05 working days.

### **4. Payment Confirmation**

- 4.1. Upon approval, you will receive details for payment of the security deposit and the User Charges.
- 4.2. Payments can be made online through the portal or at the Finance and Accounts office of the Institute.

### **5. Booking Confirmation**

- 5.1. After successful payment, a booking confirmation receipt will be issued, finalizing reservation.
- 5.2. Ensure to keep the receipt as proof of booking for entry on the event day.

## **6. User charges and Security Deposit**

- 6.1. For a slot of Four hours : Rs. 50,000/-
- 6.2. For additional hour : Rs 15,000/- per hour
- 6.3. Fuel Charge : Rs 6000/- per hour (for the actual duration of power backup)
- 6.4. Cleaning Charge : Rs 5000/- per day
- 6.5. Security Charges Rs. 5000/- per day
- 6.6. For Rehearsal days : Rs 15,000/- per hour + fuel charge
- 6.7. For Sound Check and other pre-event activities : Rs 3500/- per hour
- 6.8. Security Deposit : Rs.50,000/- (Refundable).

In case of any damage to the property, furniture, fixtures, etc., the amount will be deducted from the Security Deposit.

Payments should be made through NEFT / RTGS mode to the account with details as follows -  
“SPA Internal Receipt” (Canara Bank, branch Bhauri, Account No. 2073201002565, IFSC Code : CNRB0004725 , Account Name – SPA Bhopal internal Receipts.

Alternatively, the payment can also be made through Demand Draft in favour of “SPA Internal Receipt” / through online payment mode (Canara Bank, Bhauri branch, Account No.2073201002565, IFSC Code: CNRB0004725, Account Name – SPA Bhopal internal Receipts”.

Confirmation of Auditorium Booking only on receipt of 50% advance & Security Deposit at the time of booking.

Balance amount to be cleared before commencement of the programme.

**In case of No Show** by the booking party / or non-attendance by guests, SPA Bhopal shall not be liable to refund any booking amount to the applicant / booking party.

(Auditorium will be available from 09:00 AM to 9:00 PM only)

## **7. Terms and Conditions**

### **7.1. Cancellation Policy**

7.1.1. Bookings cancelled up to 03 days before the event will be eligible for a refund of 75% of the User charges, Security Deposit will be refunded. Refund of Security Deposit will be made through online into a Bank Account which will be provided by the applicant.

7.1.2. Cancellations made after this period will not be eligible for refund of the User charges.

### **7.2. Damage Policy**

7.2.1. Any damages to institute property will be charged to the user, either deducted from the security deposit, or billed separately depending up on the financial liability arising out of the damage.

## **8. Compliance**

8.1. The Auditorium will not be booked for any political/religious activities, general body meetings, elections of office bearers of societies, birthday events of any organization / society / individual etc. except SPAB-related activities.

- 8.2. Children below the age of 8 are allowed with their parents / attendants only.
- 8.3. All reservations will be made on the prescribed form only. Verbal / telephonic reservations will not be entertained. SPA Bhopal reserves the rights to refuse booking of the auditorium or to revise the Auditorium booking charges at any time without assigning any reason.
- 8.4. 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 proper channel or from the security deposit as may be decided by the competent authority of SPA Bhopal.
- 8.5. 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 the foyer, outside the Auditorium.
- 8.6. The organizer will obtain all necessary permissions prior to the event and will be responsible for the maintenance of law and order, etc. as per Govt. rules applicable.
- 8.7. Limited parking space is available inside the SPA Bhopal premises.
- 8.8. No extra lights or mics or audio- video equipment will be installed by the organizer without prior permission. Any other facility to be used other than provided by SPA Bhopal Auditorium will require prior permission from the auditorium in-charge, as per permitted load and charges may be levied on the same if extra electricity and water are involved in the use of that facility.
- 8.9. Smoking, and drinking of alcoholic beverages is strictly prohibited on the premises of the SPA Bhopal. The organizer will ensure that the rules are not violated. In case of violation, security money will be forfeited, and legal action will also be taken.
- 8.10. Designated spaces have been marked out for floral rangoli and floral decorations. Only floral decorations are allowed. Display of goods/products is not permitted.
- 8.11. No fireworks will be allowed within the premises of the auditorium and SPA Bhopal campus during the event.
- 8.12. The organizer is responsible for any mishaps / incidents / medical emergencies during the event. Only an infirmary-level medical facility is present on the SPA Bhopal premises.
- 8.13. Organizers are advised to take care of conference material / technical equipments / personal Belongings
- 8.14. In view of the prevailing security environment during the event, organizers of the programme are to nominate designated representatives for identifying delegates and guests to ensure that only invited people are allowed to attend the programme.
- 8.15. In case the organizer is unable to use the booking venue due to any mechanical / electricity failure or on any account, SPA Bhopal will not be liable for any loss.
- 8.16. Organizers are requested to avoid making loud noise and strictly adhere to the time slot for which booking has been made.
- 8.17. Organizers are requested to avoid overcrowding in the hall and premises. Only limited furniture with prior approval is permitted from outside the institute. The furniture inside the auditorium should not be shifted to any other place.
- 8.18. The organizer must sign the occupation, and vacation reports available with the SPA Bhopal staff member while taking over and handing over the venue.
- 8.19. Competent authority or An authorized official of SPA Bhopal may grant an exemption from the operation of any of the rules in exceptional cases on merit.
- 8.20. Organizers must adhere to Auditorium Utilization Policy & General Rules & Regulation of the Institute which is available on the Institute Website.
- 8.21. All legal disputes and proceedings shall be subject to the exclusive jurisdiction of the competent courts in Bhopal only.

## 9. Rules of Institute Auditorium for Outsiders/ Other than SPA Bhopal

- 9.1. The auditorium will not be booked for any political/religious activities, general body meetings, elections of office bearers of societies, birthday events of any organization/society/individual, etc. except SPAB-related activities.
- 9.2. Children below the age of 8 are allowed with their parents/attendants only.
- 9.3. All reservations will be made on the prescribed form only. Verbal/telephonic reservations will not be entertained. SPA Bhopal reserves the rights to refuse booking of the auditorium or to revise the auditorium booking charges at any time without assigning any reason
- 9.4. 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 proper channel or from the security deposit as may be decided by the competent authority of SPA Bhopal.
- 9.5. 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 the foyer, outside the auditorium.
- 9.6. The organizer will obtain all necessary permissions prior to the event and will be responsible for the maintenance of law and order, etc. as per Govt. rules applicable.
- 9.7. Limited parking space is available inside the SPA Bhopal premises.
- 9.8. No extra lights or mics or audio- video equipment will be installed by the organizer without prior permission. Any other facility to be used other than provided by SPA Bhopal Auditorium will require prior permission from the auditorium in-charge, and charges may be levied on the same if extra electricity and water are involved in the use of that facility.
- 9.9. Smoking, and drinking of alcoholic beverages is strictly prohibited on the premises of the SPA Bhopal. The organizer will ensure that the rule is not violated. In case of violation, security money will be forfeited, and legal action will also be taken.
- 9.10. Designated spaces have been marked out for floral rangoli and floral decorations. Only floral decorations are allowed. Display of goods/products is not permitted.
- 9.11. No fireworks will be allowed within the premises of the auditorium and SPA Bhopal campus during the event.
- 9.12. The organizer is responsible for any mishaps/incidents/medical emergencies during the event. Only an infirmary-level medical facility is present on the SPA Bhopal premises.
- 9.13. Organizers are advised to take care of conference material/technical equipments/personal Belongings
- 9.14. In view of the prevailing security environment during the event, organizers of the programme are to nominate designated representatives for identifying delegates and guests to ensure that only invited people are allowed to attend the programme.
- 9.15. In case the organizer is unable to use the booking venue due to any mechanical/electricity failure or on any account, SPA Bhopal will not be liable for any loss.
- 9.16. Organizers are requested to avoid making loud noise and strictly adhere to the time slot for which booking has been made.

- 9.17. Organizers are requested to avoid overcrowding in the hall and premises. Only limited furniture with prior approval is permitted from outside the institute. The furniture inside the auditorium should not be shifted to any other place.
- 9.18. The organizer must sign the occupation, and vacation reports available with the SPA Bhopal staff member while taking over and handing over the venue.
- 9.19. Competent Authority or An authorized official of SPA Bhopal may grant an exemption from the operation of any of the rules in exceptional cases on merit.
- 9.20. Renters must adhere to Auditorium Utilization Policy & General Rules & Regulation of the Institute which is available on the Institute Website.
- 9.21. Consumption of alcohol, smoking and other prohibited activities are strictly forbidden within the premises.

## 10. Contact Information

For bookings and inquiries, please contact:

- **Name/Department:** Office of the Dean (P&D)
- **Phone:** 0755-2526800 Ext - 440
- **Email:** deanpd@spabhopal.ac.in
- **Office Hours:** 09:00 AM to 05:30 PM



**योजना एवं वास्तुकला विद्यालय भोपाल**  
(An Institution of National Importance of Ministry of Education, Govt. of India)  
(राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार)

**Request Form for AUDITORIUM BOOKING (for Outsiders)**

**1. Event Details:**

- a. Name of the Event:.....
- b. Event Date: .....
- c. Event Time: .....
- d. Event Type (Tick Any): Seminar/Workshop/Conference/Lecture/Cultural/Video Screening/ Any other .....

**2. Organiser Details:**

- a. Name: .....
- b. Designation: .....
- c. Department: .....
- d. Phone Number: .....
- e. Email: .....
- f. Aadhar No. (photocopy enclosed)

**3. Participant Details:**

- a. Number of Participants: .....
- b. Expected Audience (SPAB Students, Faculty, External Guests / Students, etc.): .....

**4. Technical Requirements:**

- a. Audio-Visual facilities needed (Yes / No): .....
- b. Special Requests (if any): .....

**5. Applicant Bank Account details: (for refund of Security Deposit)**

**Name of the Account Holder:**.....

**Account No:**.....

**Bank Name:**.....

**IFSC code:**.....

**Kindly enclosed a copy of the cancelled cheque.**

Additional remarks:

.....

Signature of the Applicant

JE Electrical

AEPO

In-Charge Computer Center

Associate Dean (P&D)-Maint.

Associate Dean (P&D)-Estate and Security.

Dean P&D

Note:

- Please submit this form at least 15 days prior to the event.
- Booking will be confirmed subject to availability of the auditorium.
- Please contact the office of the Dean (P&D) for confirmation of booking.