UCSC Auditorium Booking Form

Company Name & Address		**Contact Person**		
		Contact Number		
		Fax Number		
		Email Address		
Event Title		**Booking Date**		
		Booking for 4 OR 8 hour Block (Please tick)	**4 hour Block**	**8 hour Block**
Organizer Name		**Booking Time** (Including setup & Dismantling)	**From**	**To**
		No. of Persons Expected		

Payment Terms & Conditions

1. Booking are subject to availability and confirmation in writing. Bookings are non-transferrable.
2. Bookings are submitted at least 15 days before the event.
3. Minimum booking of 4 hours (consecutive) block is required.
4. The Management/UCSC reserves the right to reject or cancel any bookings by giving at least 3 days' notice.
5. Booking time has to include setup and dismantling time. Auditorium will only be opened **30 minutes** prior to booked time and to be vacated within **30 minutes** after the event.
6. An additional service charge is applicable for the total booking cost, depending on the package selected and whether the event is on a working day during office hours OR on a working day after office hours, weekend and public holiday.
7. The Auditorium will be booked only for 4 hour OR 8 hour blocks. Additional hours may be granted if available and extra charges will be added.
8. **No food, drinks and smoking are permitted at all times** in the Auditorium. Lighting the oil lamp inside the Auditorium also not permitted.
9. A refundable deposit (30% of the total amount) has to be paid upon receiving the confirmation of event from the Management/UCSC, to secure the slot. The total cost for the event has to be paid at least 5 working days before the event. If the payment is made by a cheque, it must be payable to "Advanced Digital Media Technology Centre – UCSC" or pay by cash to the Shroff counter during working days from 8.00 am to 3.00 pm. The Management/UCSC reserves the right not open the premises for use, if the payment are not made as mentioned above.
10. A cancellation of an event can be done, but shall be charged as mentioned below.

15 days or more before the event	Nil
Within 14 days for the event	The refundable deposit (30% of the total amount will not be refunded.

11. A change of date or time for an event shall be allowed once, subject to availability and an administrative charge of 10% of the total cost is payable.
12. The organizing party must agree with all kinds of rules, terms and conditions provided in the Guidelines for Booking the Auditorium

Declaration: We agree to abide by all rules, terms & conditions			
Signature		Company Stamp (Company stamp of the Company making the booking)	
Name			
Designation		Date	

UCSC Auditorium Booking Form

EQUIPMENT REQUEST CHECKLIST

Package 1 COMPLIMENTARY EQUIPMENT WITH AUDITORIUM BOOKING						
Tick	Item	Qty		Tick	Item	Qty
	Digital Podium with Computer Interface	1			Laser Projector & Motorized Screen (30")	1
	Gooseneck Microphone	1			JBL Left/Right Array Sound System (Fixed)	1
	Wireless Handheld Microphone	2			BD/DVD/VCD/CD Player	1
	Wireless Clip-On	2			Stage Audio Monitors (Left & Right)	2
	Stage Air Condition Units	2			TRANE Central Air Con. Units (Below 26db)	2
Fee: Rs. 180,000/- per 8 hour block event and Rs. 90,000/- per 4 hour block event						

Package 2 ALL OF THE ABOVE PACKAGE 1 AND STAGE LIGHTING WITH AUDITORIUM BOOKING						
Tick	Item	Qty		Tick	Item	Qty
	LED Wall Wash	8			Par Can (14 Lights)	14
	LED Moving Head Zoom Wash	3			Wired Handheld Microphones	2
	Additional Profile Spots	3			Audio Recording	1
Fee: Rs. 200,000/- per 8 hour block event and Rs. 100,000/- per 4 hour block event						

Package 3 ALL OF THE ABOVE PACKAGES 1 & 2 AND AV RECORDING WITH AUDITORIUM BOOKING					
Tick	Item	Qty	Tick	Item	Qty
	4K Three Camera Recording (One Hour Only)			Blackmagic URSA Mini 4K Digital Cinema Camera	
	1 Digital Animated Backdrop (HD 1080p 16:9)			Additional Digital Backdrops will be charged separately (Rs. 5,000/- per backdrop)	
Fee: Rs. 240,000/- per 8 hour block event and Rs. 120,000/- per 4 hour block event					

ADDITIONAL EQUIPMENT & SERVICES (CHARGEABLE)			
Tick	Item	Price	Remarks
AV RECORDING AND STREAMING			
	Addition 4K Video Camera Recording	Rs. 10,000/- per hour	Media should be provided by the client
	4K Three Camera Live Streaming one channel	Rs. 5,000/- per hour	HD 1080 via Facebook OR YouTube
	4K Three Camera Live Streaming two channel	Rs. 10,000/- per hour	HD 1080 via Facebook AND YouTube
	Digital Animated Backdrop (HD 1080p 16:9)	Rs. 5,000/-	2 Minutes Duration Each
	Additional Projector & Screen (Standalone Projector)	Rs. 3,000/- per hour	Not integrated to the main system
	Red Carpet for the Stage	Rs. 10,000/-	For an Event
	Power Backup	From UCSC or hired by the organizer	
	For Rehearsal (4 hours with air conditioning)	Rs. 24,000/-	For additional hour-Rs. 4,000/-
	For Rehearsal (4 hours without air conditioning)	Rs. 16,000/-	For additional hour-Rs. 3,000/-
	Projector	Rs. 3,500/- per hour	

Service Charges		
Package Type	**4 hour Block**	**8 hour Block**
Package 1	27,157/-	54,314/-
Package 2	27,157/-	54,314/-
Package 3	33,157/-	66,314/-

PERFORMA INVOICE

UCSC Auditorium

Package	Discount (If Applicable)	Duration	Charge for Additional Hours (If required) *(Rs.)*	Service Charge *(Rs.)*	Total Cost *(Rs.)*

UCSC Additional Equipment

Item	Cost (If required) *(Rs.)*
Addition 4K Video Camera Recording	
4K Three Camera Live Streaming one channel	
4K Three Camera Live Streaming two channel	
Digital Animated Backdrop (HD 1080p 16:9)	
Additional Projector & Screen (Standalone Projector)	
Red Carpet for the Stage	
Power Backup	
For Rehearsal (4 hours with air conditioning)	
For Rehearsal (4 hours without air conditioning)	
Projector	
Total Cost	

UCSC Hall Charges

Hall Name	Duration	Service Charge *(Rs.)*	Total Cost *(Rs.)*
Mini Auditorium			
W001			
W002			
E202 (Near the Mini Auditorium)			
E301 (ADMTC Seminar Room)			
E401 (4th Floor)			
S104 (New Building)			
S202 (New Building)			
S204 (New Building)			
Rooftop (5th Floor)			
Projector			

Charges for Rooftop Seating Facilities

Item	Amount	Cost (If required) *(Rs.)*
Banquet Chairs		
Tables		
Chair Covers		
Table Clothes		

TOTAL COST -

REFUNDABLE DEPOSIT (30% of the Total Cost) -

Acknowledged By Customer	Recommended by ADMTC Coordinator	Approved by Director/UCSC