

पूर्वोत्तर हस्तशिल्प एवं हस्तकरघा विकास निगम लिमिटेड (एन ई एच एच डी सी)
North Eastern Handicrafts and Handlooms Development Corporation
(A Govt. of India Enterprise)
NEHHDC, Craft Promotion Center,
Garchuk, Pamohi Road, Guwahati-781035



File no. NEHHDC/CO/P&A/2023-24/11 /2523

Date: 20-10-2023

Sub: SOP & Rate Card for Multipurpose Hall & Studio Auditorium, Garchuk, Guwahati.

Facilities available

- Sophisticated AV system with touch screen 86" Interactive Display
- Cordless Microphone, Neckband Microphone and Podium Microphone
- Hall Capacity - 100 numbers (approx.)
- Centrally monitored Sound System.
- Fully Air-conditioned Hall
- Generator facility.

Sl. No.	Particulars	Rate per Day
1.	Whole Day (9am to 6pm) (includes 6 sitter dias+ sofa for VIPs & facilities mentioned at point no: A to F)	Rs.15,000/-+GST as applicable
2.	For 2 to 3 hours	Rs.8000/-+GST as applicable
3.	For extra allocated Hours	Rs.1700/- per hour
4.	2 / 4-wheeler parking	10 nos' two-wheeler parking & 5 no's four wheeler parking will be free outside the premises
5.	Seating arrangements	As per requirement on additional payment basis



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GENERAL INSTRUCTIONS

1. The request for booking of Multipurpose Hall & Studio Auditorium (MH&SA) should be submitted to Manager HR & Admin/BDM NEHHDC only in predefined format 15 Working Days before the date of event.
2. Allotment of the MH&SA will be done on first come first serve basis subject to availability of seats; however, NEHHDC will have overriding priority over all other prior allotments.
3. Approval of allotment will be intimated through mail/hard copy to the event co-coordinator, appointed by the applying department.
4. The MH&SA will be primarily booked for academic activities such as Lectures, Seminar, Conference, CME Programs, Symposium, Workshops, Awareness Programs and Convocations and can also be booked for General body meetings, holding of elections of office bearers of societies, Foundation Day event of any organization/society, etc.
5. The MH&SA will not be booked for any political/religious activities.
6. All requests for bookings of MH&SA will be made to the Manager HR & Admin at the following e-mail addresses: **hr.nehhdc@gmail.co/hradmin1@nehhdc.com**
7. In the absence of Manager HR & Admin the booking will be made to the BDM, NEHHDC at the following e-mail addresses: **subharsish.nehhdc@gmail.com/bdm2@nehhdc.com**
8. Form available on website of NEHHDC or hardcopy may be collected from the NEHHDC office dulyfilled should be sent to the given office by hand or by e-mail at least 15 days before the scheduled event.
9. Booking amount has to be paid within a week's time of provisional allotment.
10. Booking will be considered as confirmed once full booking amount is paid.
11. Caution money (Rs. 5000/-) only also needs to be deposited at the time of booking the MH&SA. The caution money will be refunded, after deducting the cost of damage, if any, reported by MH&SA Manager HR & Admin.
12. The MH&SA will be booked from 9.30 a.m. to 6.00 p.m. and has to be vacated within an hour after the event is over.
13. All reservations will be made based on prescribed form only. Verbal/telephonic reservations will not be entertained. NEHHDC administration reserves the right to refuse booking of the MH&SA or to revise the MH&SA booking charges at any timewithout assigning any reason.



14. Damage, if any, made to the MH&SA fittings, fixtures, etc., during the course of use, the organizer will be responsible to make such loss by making payment through Online payment/DD or from the caution money as may be decided by the NEHHDC administration.
15. The NEHHDC administration will not be held responsible for losses/damages of the properties of the hiring organization/society used in the performance or kept in the MH&SA
16. Posters/Banners of publicity will not be allowed to be stuck on any portion of the MH&SA but will be allowed at the designated space specified in the MH&SA. Posters or notices are allowed only on standee in Foyer, outside the MH&SA.
17. No vehicle will be allowed for parking near the entrance of MH&SA except at the authorized parking space.
18. No extra lights or mikes or audio-video equipment's will be installed by the organizer without prior permission. Any other facility to be used other than provided will require prior permission from the MH&SA in-charge.
19. Smoking/chewing of betel leaf is strictly prohibited inside the premises of the MH&SA. The organizer 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.
20. For any mis-happening / incident / medical emergencies during the program, the responsibility will be that of the organizer.
21. Organizers are advised to take care of conference material/technical equipment's/personal belongings, as NEHHDC administration are not responsible for their safety.
22. In view of the prevailing security environment during the event, organizers of the programme are requested to nominate designated representatives for identifying delegates and guests to ensure that only invited persons are allowed to attend the programme.
23. In case the organizer is unable to use the booking venues except in case of mechanical/electricity failure or on account of riot/fire/earthquake or an act of war or an act of God, booking amount will not be refunded.
24. Organizers are requested to avoid making noise inside & outside the meeting venues and strictly adhere to the time slot for which bookings have been made.
25. At end of the event Convener needs to submit Signature Sheet of all the Participants of the event including guest, photographs of the event and brief report in hard and soft copy to Administration of NEHHDC within two working days.
26. Only limited external furniture is permitted into the Auditorium/Conference Hall/VIP Suites with prior approval. The furniture inside the Auditorium/Conference Hall/VIP Suites should not be shifted to any other place.
27. NEHHDC management may grant exemption from the operation of any of the rules in exceptional cases on merit.
28. Convener must ensure that a proper decorum and discipline is maintained before, during and after event and will be sole responsible for any kind of indiscipline by participants.



DO's:-

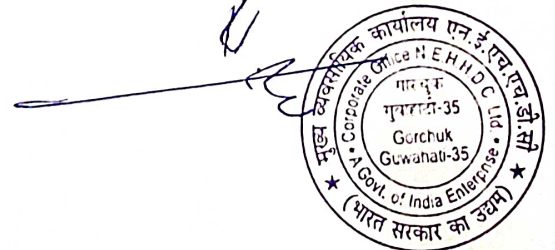
29. Stick posters/banners on standees at designated places only.
30. The Organizer / Authority will be responsible for the conduct / behavior / discipline of the invitees' participants/staff.
31. Kindly use litter bins located outside at various points within premises.
32. For any security assistance, kindly contact the Security Supervisor.
33. Clients are requested to refrain from spitting inside the building.

Don'ts:-

34. Smoking is strictly prohibited.
35. Do not carry/serve beverages, cold drinks or any type of eatables inside the MH&SA. Consumption of liquor is strictly prohibited.
36. Do not smoke or chew betel nuts inside the MH&SA. Carrying of arms, ammunition or inflammables inside the MH&SA is strictly prohibited.
37. Do not spoil the seats, carpets inside the Auditorium/Conference Hall/VIP Suites.
38. Do not place any posters or banners on walls inside or outside the Auditorium/Conference Hall/VIP Suites.
39. Do not park your vehicles in front of the entrance gate.
40. Do not overcrowd the MH&SA or its premises.
41. Do not display of goods/products inside the MH&SA
42. Do not play sound system/ loud music after 10:00 pm in MH&SA premises.
43. No use of fireworks within the premises of MH&SA.

Other terms and conditions: -

44. The Sound System/Music is permitted till 10 pm. as per rules or else the Organizer shall be solely responsible for whatever legal action ensues due to violation of rules in this regard.
45. Eatables, soft drinks will not be allowed inside the Auditorium/Conference Hall. Tea / Snacks / Lunch / Dinner will not be allowed inside the Auditorium/Conference Hall and will be allowed to be served only in the designated place of the MH&SA with prior permission.



46. The organizer of the program / function shall be responsible for the safety of life of participants and property inside the Multipurpose Hall & Studio Auditorium and indemnify any loss / damage caused.

47. Tariff: - List is attached herewith as Annexure- I.

48. (Booking includes provision of Auditorium/Conference Hall/VIP Suites, lighting & audio-visual system with D.G. backup, outside premise and parking area)

a. Caution Money: - Rs 5000/- per booking

49. All payments to be made in favour of Main Account NEHHDC by Online/DD/Cheque mode

50. Name of Account Holder Name - NEHHDC

Ltd

Bank Name-SBI

Branch Name- Gorchuk Branch

Account No- 33510809937

IFSC Code-SBIN0005240

51. Cancellation Charges: -

a. 50 % of the booking amount will be forfeited in case of cancellation of booking if canceled done within 48 Hours.


b. 40 % of the booking amount will be forfeited in case of cancellation of booking if canceled done within 3 days.


c. 20 % of the booking amount will be forfeited in case of cancellation of booking if canceled done within 7 days.

d. 10 % of the booking amount will be forfeited in case of cancellation of booking if canceled done within 10 days.

52. Disclaimer: - Whatever views are expressed during speech/oration/debate/drama inside NEHHDC MH&SA, are orators/person's/actor's personal view and NEHHDC administration has nothing to do with that. NEHHDC do not support any anti-national or communal/ religious sentiments provoking statements made by anyone during any of the events. NEHHDC is responsible only for providing the type of accommodation requisitioned by the client to conduct the event and allied facilities specific to that accommodation.

Date: 20-10-2023


Managing Director
NEHHDC

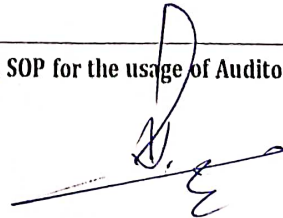


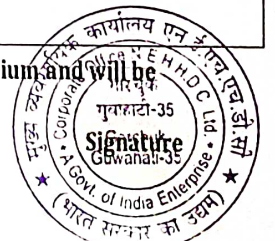
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Email: hr.nehhdc@gmail.com/ hradmin1@nehhdc.com, Website: <https://nehhdc.com>

Date of Application:			
Requirement of:	Multipurpose Hall & Studio Auditorium, Garchuk, Guwahati.		
Date of Event:	From: _____ to _____	No of Days: _____	
Name of Event:			
Type:	Workshop/ Seminar/Training/ Cultural/ Other (Specify)		
Time:	From: _____ to _____	Duration: _____ hrs	
Type of Participants:	Staff/ Officers/ Outside Participants (Specify):		
Number of Participants:	No of Participants: _____	No of Guests: _____	Total: _____
Purpose of Event: (Not More than 100 Words)			
Name of Organizer:			
Name of Head of the Institution:		Contact Number:	
Name of Coordinator:		Contact Number:	
What are the activities to be held:			
Whether food or beverages will be served outside the hall	Yes/No		
Have you ever hired similar type of premises before. If yes, please mention the venue & date.	Yes/No		
Type of Instrument/Facility Required:	Podium Mic: Yes/ No Cordless Mic: Yes/No Collar Mic: Yes/No Sophisticated AV system with touch screen 86" Interactive Display: Yes/No Parking for Vehicle: Yes/No (if yes, Two-wheeler/Four-Wheeler) Nos of Vehicles:		

We undersigned, here by certify that we are aware regarding SOP for the usage of Auditorium and will be responsible for any violation of the same.





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Email: hr.nehhdc@gmail.com/ hradmin1@nehhdc.com,

Website: https://nehhdc.com

For Office Use		
Date of Application Received:		
Signature of In charge and Remarks		
Signature of Manager (HR & Admin) and Recommendation:		
Signature of Competent Authority and Comments:		Sanctioned/ Non-Sanctioned
Pre-Event Check List		
Date of Inspection:		
Cleanness of Multipurpose Hall & Studio Auditorium:	Satisfactory/ Non-Satisfactory	
Lightning and AC System:	Satisfactory/ Non-Satisfactory	
Audio Video System:	Satisfactory/ Non-Satisfactory	
Name and Signature of Coordinator:		
Name and Signature of Auditorium Team Member:		
Post Event Check List		
Date of Inspection:		
Damage to Fixture/Furniture / Systems:	Yes/No	
Details of Damage if any:		
Report Submission:	Yes/ No	Date of Submission:
Name and Signature of Convener:		
Name and Signature of Auditorium In charge:		

