

## **General Guidelines – Museum Auditorium**

**Date of Effect: 01/04/2025**

1. The auditorium can be booked for art, handicraft, literary, educational, scientific, cultural meetings, conferences, and related programs.
2. The facility will be available for use from 10:00 AM to 5:00 PM for full day tariff. Sessions can also be booked from 9:00 AM to 1:00 PM and 3:00 PM to 9:00 PM.
3. For science and art exhibitions, the venue is available from 10:00 AM to 7:00 PM.
4. Payments made towards booking will not be refunded under any circumstances.
5. In case of program rescheduling, a formal request must be communicated in advance.
6. The auditorium will be available for arrangement and decoration works only during office working hours, as vehicle entry and exit gate passes are issued exclusively during that time."
7. Hanging of exhibition displays on the auditorium walls is strictly prohibited.
8. As the department follows a green protocol, the use of plastic or flex banners is strictly prohibited. Organizers may utilize the LED wall facility for conducting their programs.
9. When using the department's stands and boards, nails or staplers must not be used, and they should not be damaged or disfigured by stickers or tape.
10. Only tea or snacks may be served as refreshments, and they must be served exclusively in the designated pantry area.
11. As the auditorium is equipped with smoke sensors, inauguration ceremonies involving lighting oil lamps are strictly prohibited inside the museum auditorium."
12. Organizers are responsible for removing all waste generated during their program.
13. The use of loudspeakers and music systems should be within permissible decibel levels and subject to prior approval.
14. Wasting energy and water is strictly prohibited.

15. The public address system is provided exclusively for inauguration ceremonies and will not be made available for dramas or musical concerts.
16. Bookings must be confirmed through the payment of rent and caution deposit; otherwise, the auditorium will be allotted to other applicants who have completed the payment.
17. Caution deposits will be accepted in cash only. For reimbursement, organizers must produce the original caution deposit receipt.
18. Smoking, use of alcohol and drugs, improper disposal of sanitary napkins are strictly prohibited inside the toilets and within the auditorium premises.
19. The auditorium shall not be used for religious or political gatherings or programs that create public disorder.
20. Program-related banners may be displayed only at designated spots near the East Gate and Aquarium, using boards of size 4 x 3 feet. All display items and banners brought by the organizers must be removed from the premises upon the conclusion of the event.
21. Any additional power requirements shall be arranged by the organizer at their own expense.
22. Parking permission will be granted for a maximum of seven vehicles only.
23. The applicant is responsible for the safety and behavior of the participants during the event.
24. Any decorations or stage settings must be removed by the applicant after the event without causing damage.
25. The department has the right to cancel bookings or deny permission if there is misuse or failure to comply with rules.
26. Strict disciplinary actions will be taken against those who damage auditorium property, in such cases caution deposit will be forfeited.

— Director

