

## TERMS &amp; CONDITIONS FOR BOOKING OF THE SIR MUTHA VENKATASUBBA RAO CONCERT HALL.

**GENERAL TERMS****1. Hiring Basis:**

· **Event / Show Day:** The concert hall can be hired only on a day basis, i.e. 9.00 AM to 10.00 PM. However technical, infrastructure & manpower services are charged on a pro-rata basis and is the exclusive domain of The Concert Hall based on:

- Duration of the show: Full day, Half day, Evening
- Number of shows
- Shows with banqueting, stalls / popups

· **Setup Day:** The setup day is available only between Monday & Thursday, and is non-air conditioned.

2. **Date Confirmation:** The date stands confirmed only after receipt of the hall rental amount (CONFIRMATION AMOUNT) & the caution deposit in advance. This rental pertains to the Concert Hall space and Inclusive services only. The venue payment is to be made including the GST of 18%.

3. **Event/Show/Performance Confirmation:** The event/show/performance stands confirmed and executable only when all payments for technical, infrastructure, and additional services, such as Audio, Lighting, Video, Power / Generators, Branding, etc, have been received 15 days prior to the confirmed date. All payments towards the hall to be made including the 18% GST.

**4. List of Inclusive services - In The Booking Confirmation:**

I. **Air Conditioning:** The Concert Hall offers up to 2.5 hours of air conditioning from the time of doors open to guests for the event.

II. **Branding Pre-Event:** The concert hall offers branding space for 3 flexes and 3 posters, which will be displayed in the driveway / concert hall entrance for a period of up to 15 days prior to the event. One complimentary social media post from the concert halls Facebook & Instagram handles.

III. **Branding on Event Day:** The Concert Hall offers branding space for 10 standees in the common areas of the Concert Hall.

IV. **Man Power:** Parking Management, Security, Housekeeping, Door boys. (single show with duration of 2.5 hours)

V. **LED Pars, Lighting Board, Technician:** 18 Led RGB Pars

VI. **Ambulance, Fire Tender:**

VII. **Hall Water & Electrical Charges:** Setup of 2 hours & show of 2.5 hours.

5. **Public Resort Licence:** The Concert Hall on clearing of hall rental & caution deposit, issues a confirmation letter to the hirer, which is to be submitted to the Commissioner of Police, Chennai, to obtain a temporary Public Resort License (PRL) for the proposed event / programme.

6. **Submission of PRL copy:** A copy of the Public Resort License, issued from the commissioner of police, is to be submitted to the Concert Hall management at least a day prior to the event. Failing which the Concert Hall reserves the right to not allow the event to commence, and the complete payment forfeited.

7. **Comprehensive Estimate:** The Concert Hall provides a comprehensive estimate for all services it provides only after the receipt of the Hall confirmation amount.

8. **set up day:**

I. **Charges:** Setup day charges (subsidised / non-AC) are applicable only from Monday to Thursday, not on Friday, Saturday & Sundays.

II. **Access:** Bump in is only through the bump in door at the rear of the Concert hall. No other access through any other doors will be permitted, unless otherwise authorised by the Concert Hall management in advance and in writing.

III. Artist entry / holding can be done through the VIP Lounge.

9. **Video Camera Charges:** The Concert Hall charges a royalty fee for the use of static / moving cameras during an event. Drones are strictly not allowed inside the Hall and surrounding areas.

10. **Timing:**

I. The concert hall opens its doors at 9.00 am for bump in / setups on the day of the event.

II. The concert hall offers setup time from 6.00AM to 9.00AM when required at an additional charge per hour for both event days and setup days. Setup day options is available from Mondays to Thursdays only.

III. The concert hall can be hired exclusively for setups prior to the event, between Monday & Thursday only if the performance so demands. The concert hall setup day timings are 9.00 am to 9.00pm. Night setups are strictly not permitted.

IV. All material is permitted into the concert hall only through the bump in door at the rear of the stage.

V. Staff Break Timing - The production team will break for a 30-minute Lunch break at 1.30 PM on show days and 60 mins on setup days.

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11. **Chargeable Mandatory Services:** The concert hall has 4 mandatory requirements: Ambulance backup, Fire brigade backup, Parking management agency & Additional manpower (all events are run on generator power only). Without which the event will not be permitted.
12. **Charges for a Single-Event Day:** The charges for all services provided for by the Concert hall is for a single performance of approx. 2.5 hours and for a rehearsal of up to 2 hours on the same day. For events exceeding 2.5 hours, cost of Tech, additional manpower, doormen charges will be extra on a pro rata basis, depending on Full Day / Half Day / Multiple Shows.
13. **Charges for multiple Events on a Single-Day:** For Programs exceeding 2.5 hours and events which have multiple shows on a single day, charges for all technical services will be 50% more than the prescribed rates for a single performance. However, inclusive services will be charged additionally on a pro rata basis.
14. **Use of additional space & services:** The use of Training rooms, banqueting spaces are not covered in the cost of the hall rental. In the case of programmes where banqueting is undertaken, additional charges for the paved area, lighting, housekeeping staff & water are levied.
15. **General Electricity & Water charges:**
- For a single show with duration of up to 2.5 hrs, the general electricity & water charges are included in the hall confirmation / booking amount.
  - Additional charges will be applicable for use of general electricity and water for events exceeding 2.5 hours and depending on event duration / number of shows.
  - In case of decorative lighting & of F & B services being provided, lighting for canopies, water & power will be charged additionally based on the total load & consumption of water
16. **No drinking water facility:** The Concert Hall does not have drinking water facilities and persons hiring the hall are required to make their own arrangement for the same.
17. **Reserved Management Seats:** 10 Seats, in the balcony boxes, are reserved exclusively for the use of the management of The Madras Seva Sadan & do not form a part of the 1192 seats available to clients or their patrons & are not indicated in the seating layout.
18. **Cancellations Refunds:** The booking amount, caution deposit and all other payments in favour of the Concert Hall stands forfeited if the booking is cancelled / shifted within 45 days from the date of the booking, 50% of the booking amount is forfeited if the booking is cancelled within 60 days from the booking date. Booking can be shifted to an alternate date within 45 days prior to the event date.
19. **Damages:** The management of the Concert Hall's decision is final on the value assigned to the damages inflicted in the concert hall.

20. **TDS & Caution deposit refunds:** TDS payments are to be remitted under Section 194 I – For Hall Rental Charges & Under Section 194C for all other amenities (Audio, Lighting, Video & Infrastructure, Bouncers, Security & Housekeeping). The concert hall will retain the TDS amount corresponding to the value deducted by the client and will refund the same on receipt of proof of TDS payment or after verifying the same in our 26AS site. The remaining caution deposit and other unused balances will be refunded with the final invoice in 15 working days from the date of completion of the event.

21. **Liabilities:**

- o The Concert Hall is not responsible for the loss, damage or injury of the occupants and their belongings sustained during the said performances or days in which the Concert Hall is hired.
- o The Owners of the Concert Hall cannot be held responsible on any account, if for any reason/circumstance beyond their control the event does not/is not allowed/fails to be conducted. The hire charges collected shall not be refunded.

**technical**

22. **Additional Services at Additional Cost:** The Concert Hall charges additional for Audio, Lighting, LED Panels, Video projection system, Generators for all power Requirements, general & decorative external lighting & parking management & additional security personnel. All of which are charged additionally for events exceeding 2.5 hours duration / with F & B services / Multiple shows, performances / full day event.

**air conditioning**

23. **Additional Air Conditioning:** Charges are calculated from the time power for the air conditioning unit is switched on, applicable for shows & rehearsals.

24. **Branding Charges:** The Concert Hall which charges for stalls, vehicle display & branding (Banners, standees, arches, etc) is for raw space only. All brandings in the outside space must be self-standing and safely mounted.

- I. Branding in the seating area or sidewalls inside the concert hall will not be permitted.
- II. Branding below 7ft will only be permitted in the foyer.
- III. No branding / flex banners / display materials or kiosks covering or blocking The “Tree of Life” in the foyer will be permitted.

**RESTRICTIONS**

25. **Food & Beverages**

areas. Patrons found with food & beverage inside the concert hall will be asked to leave. The Admin Office can be contacted for infant nursing/feeding access.

○ **F & B on Stage:** The Concert Hall allows the access to food / snacks / soft drinks ONLY in the green rooms; however, these items cannot be brought onto stage. Patrons / guests found consuming food / snacks / beverages will be asked to leave the seating area immediately.

26. **Non-Smoking & Non-Alcoholic Zone:**

○ The Concert Hall prohibits the consumption of alcohol, banned substances and smoking within its premises, including the car park.

27. **Flammable Special Effects :**

○ The Concert Hall strictly does not allow the use of cigarettes, confetti blasts (electric), cold pyro, flammable sources or any naked flame inside or on stage and seating areas during a performance.

○ The concert hall reserves the right to stop the programme at any point during a performance if any of the above-mentioned devices are found being used.

28. **Video :**

○ The use of a crane / jib is strictly prohibited when the hall is occupied by patrons / guests in the seating area. An additional caution deposit for the use of the Jimmy jib / crane / track & trolley will be collected

○ The use of Track 'n' Trolley is permitted, providing the same does not obstruct the free movement of patrons within the hall.

○ Camera positions are pre-determined, no change in position is permitted. The Hall's Tech / Admin crew's guidance can be sought in this regard. the free movement of patrons within the hall.

○ Drones are strictly not allowed inside the hall. Use of drones in the area outside the hall will be permitted.

29. **Cabling :**

○ The Concert Hall does not allow loose cables (video, communication, electrical, etc...) to cross isles, entry & exit points.

○ All cables have to be run underground and as per the instructions of the concert hall staff.

○ Vendors not conforming to the rules of the concert hall will not be allowed to operate within the concert hall.

**CATERING:**

30. **F & B Space:**

External paved areas are spaces available for F & B services. The Kitchen area is limited and no additional space will be provided except for the washing area. Common area passageways leading to other parts of the campus are not meant to be used. Caterers are responsible for removal of waste material & clearances of plates, vessels & handing over the kitchen & surrounding area in the condition it was provided. Additional water charges will be levied when F & B services are used.

31. **GENERAL:** Preparations of the Food/snacks are restricted to the kitchen area only and nowhere else.

32. **Live Counters:** All live counters can be operated only on INDUCTION STOVES – no GAS BURNERS & TANDOORS are permitted in the serving area.

**33. Safety & Entry Protocols:**

- As per government regulations / updates.

**I / WE HEREBY UNDERSTAND & UNDERTAKE TO:**

- 1) Accept the estimated rates & charges for the service / provision
- 2) Accept responsibility for any incident or litigation arising from the function or the gathering
- 3) Comply & abide by the rules & regulations of the concert hall as listed above

Name of Contact Person: \_\_\_\_\_

Name of Individual / Business / Company: \_\_\_\_\_

Address of Individual / Business / Company: \_\_\_\_\_

\_\_\_\_\_

Phone / Mobile: \_\_\_\_\_ E Mail: \_\_\_\_\_

Pan No: \_\_\_\_\_ GSTIN: \_\_\_\_\_

Event date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ (Doors open 30 min prior to indicated time)

Name & Contact no of Person in charge of the Event: \_\_\_\_\_

Name & Contact no of Accounts in charge of the Event: \_\_\_\_\_

Name & Contact no of Event Manager: \_\_\_\_\_

Name & Contact no of Catering In charge: \_\_\_\_\_

SIR MUTHA VENKATASUBBA RAO

CONCERT HALL | 2025

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\*\*\* Cancelled cheque leaf to be provided for caution and balance refunds.

I / We acknowledge that I / We have read the terms & conditions of hire and sign hereunder in acceptance of it. I/we the undersigned, verify that the above information is accurate and understand that the above Terms & Conditions for hall hire do not in any way constitute a booking agreement.

AUTHORISED SIGNATORY

DATE \_\_\_\_\_