

**Annexure – I**

**INFORMATION PUBLIC RELATIOINS DEPARTMENT**

**TAGORE THEATRE, VAZHUTHACAUD, THIRUVANANTHAPURAM**

Application for Reservation / Booking of Auditorium / Parking Facility / Film Shooting / Documentary Shooting / Open Campus

1. Name of Applicant / Hirer :
2. Address :
3. Telephone No. & E-mail ID :
4. Request for booking : Auditorium/Parking /Film Shooting/  
Documentary Shooting/Open Campus
5. Date & Time of Occupation : Date: ..... Time : From.....To.....
6. Purpose :
7. Rent : Rs.
8. Security Deposit :

I have read the terms and conditions of Information Public Relations Department for taking on rent the Tagore Theatre and agree to abide by it.

Place :

Date :

Signature of the Applicant

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**For Office Use**

Application accepted on .....

Auditorium/.....

Booking Confirmed..... (Vide Order No..... Dated.....)

Rent Rs. .... received on .....

Security Deposit refund Rs. .... on .....

Signature of the Authorized Official

## **Annexure – II**

### **Terms and conditions for hiring the Theatre/Open Campus for Programmes and other purposes**

1. Application for reservation will be considered subject to availability and on payment of Rent, Security Deposit, Service charges, Taxes and agreeing with the conditions stipulated herewith.
2. Programmes organized by Information – Public Relations Department, Government of Kerala will be free of charges.
3. Allotment will be at the sole discretion of the Department of Information – Public Relations.
4. In case of cancellation/postponement of bookings, security deposit will be refunded. 50% of the Rent will be refunded if cancellation/postponement is informed in writing 20 days prior to the date for which the hall is booked. Rent will not be refunded under any other circumstances.
5. Smoking and drinking alcohol are strictly prohibited and eatables are also not allowed inside the auditorium. Plastic is banned in the premises of Tagore Theatre.
6. The hall will not be allotted for any political purposes, marriage and other family functions.
7. The security deposit will be refunded after thoroughly examining the furniture, fixtures and other fittings in the premises by the Department officials and on satisfying themselves that no damage has been caused to the properties. If any damage is caused, the department will have the right to recover the amount as assessed by Department officials, from the Security Deposit and the balance alone will be refunded. If the assessed amount exceeds the Security Deposit, the same may be made good by the hirer immediately on intimation from the Department.
8. The keys of the premises will be in the custody of the Cultural Development Officer/the official assigned by the Cultural Development Officer and the hall will be kept open on the day one hour prior to the beginning of the function.
9. Department will not be responsible for any loss/damage to the properties of the hirer.
10. Department of Information – Public Relations will have every right to cancel any reservation without assigning any reason, and the entire amount remitted by the party will be refunded.
11. The hirer will be permitted to exhibit banner, subject to the prior approval of the Cultural Development Officer, in front of the hall and stage. However, no nails should be used for fixing banners, etc. Any other decorations proposed in the premises of the Tagore Theatre should be done only with the prior permission of the Cultural Development Officer.
12. The entry to the hall will be restricted to its seating capacity in the auditorium.
13. Luxury tax, service tax, etc. will be levied as per the provisions of the Finance Act as amended from time to time.
14. If any dispute arises in any matter related to the hiring of the premises, the decision of the Director, Information – Public Relations shall be final.

**I/We hereby agree to the above terms and conditions.**

**Hirer**