



**SHILPARAMAM**  
Madhapur, Hyderabad

**APPLICATION FORM**  
(For reservation of Shilparamam premises)

1	Name of the Hirer Full residential & office address with phone numbers	
2	Venue Booked	
3	Purpose and nature of the programme (whether social/cultural/commercial/ticketed/by invitation/free)	
4	Date of the Programme	
5	No. of persons invited and expected to attend	
6	If liquor is to be served, permission from the Excise Commissioner is to be obtained and filed in the office.	
7	If it is a cultural event – The names of the artists - whether it is by tickets / or by invitation shall be informed.	
8	Whether permission from the Police is obtained from traffic & law & order point of view (if so copy is to be enclosed)	Yes/No. If yes copy should be enclosed
9	If any Special Invitee/ VIPs/VVIP / Celebrity is attending, the details should be given and the concerned police of traffic and law & Order should be intimated for security reasons.	

	The empanelled Tent house vendor name & Phone No.	<b>M/s Cyber Prime Events Zaheer, Ph: 9849036397</b>
10	The Caterers name with Phone Number and full address	
12	The Decorator name with Phone Number and full address	
12	Details of the Payments made	Rs.
	RTGS/NEFT/DD Details	

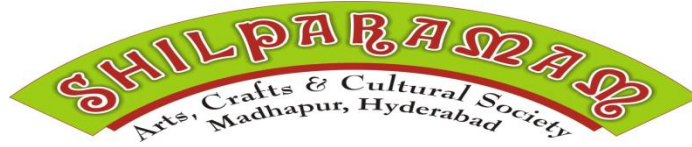
I have gone through the terms and conditions of the Shilparamam attached to the form. I agree to abide and follow them strictly. If any deviation is committed either by me or by my representatives and event managers, I will agree to bear the responsibility to forgo my caution deposit.

All the payment shall be made in the name of **SPECIAL OFFICER, SHILPARAMAM** by way of DD payable at Hyderabad.

**SIGNATURE OF HIRER**

**Name:** \_\_\_\_\_

**Contact No.** \_\_\_\_\_



## VENUE RENTS

<b>SAMPRADAYA VEDIKA – (2000 CAPACITY)</b>		
		<i>Amount in Rs.</i>
RENT	:	1,25,000
GST @ 18% (As Applicable)	:	22,500
CAUTION DEPOSIT (REFUNDABLE)	:	12,500
<b>TOTAL AMOUNT</b>	<b>:</b>	<b>1,60,000</b>
<b>ROCK HEIGHTS – (1200 CAPACITY)</b>		
		<i>Amount in Rs.</i>
RENT	:	1,00,000
GST @ 18% (As Applicable)	:	18,000
CAUTION DEPOSIT (REFUNDABLE)	:	10,000
<b>TOTAL AMOUNT</b>	<b>:</b>	<b>1,28,000</b>
<b>MOUNTAIN HEIGHTS – (1200 CAPACITY)</b>		
		<i>Amount in Rs.</i>
RENT	:	1,00,000
GST @ 18% (As Applicable)	:	18,000
CAUTION DEPOSIT (REFUNDABLE)	:	10,000
<b>TOTAL AMOUNT</b>	<b>:</b>	<b>1,28,000</b>

**Note:**

- 1) **Rs. 4000/- cleaning charges** for Cleaning of Garbage after the function for dispose of the garbage by engaging Laobur & Tractor and transported to the Waste material to the Municipal Yard.
- 2) Shilparamam will not **provide Power supply** at any Venue place.
- 3) **Generator** arrangements will have has to be made by the party as per the requirement and at their own cost.
- 4) The Tent House Material & Electrical Items shall be taken from Shilparamam Empanelled Suppliers.
  - **Tent House Material Supplier** – Zaheer – Ph: 9849036397
  - **Electrical Items Supplier** – Amit – Ph: 9246585684

## **TERMS AND CONDITIONS**

- Booking of the venue will be confirmed only on receipt of the total amount of Hire charges and permission s obtained and produced from the police (Law and order and Traffic), Excise Dept. etc.
- Cooking has to be done at specified areas only.
- The premises require to be kept neat and clean. **No usage of Plastics.**
- Modifications to the existing ambiance of the Venue/Hall not allowed. Erection of Temporary sheds and any erection of artificial decoration with POP which spoil the natural and ethnic ambiance will not be allowed.
- No Fireworks shall be allowed as there are thatched roof hutments all over Shilparamam.
- Political, Religious meetings and banners are not permitted.
- The Shilparamam Authority will have the right to stop any activity if noticed contrary to the above instructions.
- The activities are to be closed by 11:00 pm maximum as per the orders of the Police Commissioner.
- The plantations and the trees in the premises shall not be damaged or destroyed.
- Display of any kind of products as a part of the product promotion or brand promotion will not be permitted either in the form of Flex, Banners or any other kind.
- As per the orders of Supreme Court of India, using of Music system (45 decibels) will be allowed up to 10:00 pm with the prior permission of the Assistant Commissioner of Police, Madhapur region. Volume of the music should be confined only to the inside premises alone. **No D.J is permitted. Cinematic Dances and Club Dances are strictly prohibited.**
- The Event manager / Organizer has to get the prior approval of the layout of the utilization of the area of the proposed activities from the Special Officer, Shilparamam well in advance before the execution of works on ground.
- **No ceiling decoration will be permitted in Sampradayavedika**

- The Hirer / Organizer is responsible for any loss / damage either to the person or property, whether by his own fault or of his agent / Event manager / contractor / Guest engaged for the purpose in organizing the function and he is liable to all actions. The actual cost will be recovered from the caution deposit.
- Cleaning of the premises and shifting of the leftover food and material shall have to be done immediately after the function is over i.e. on the same night. No leftovers shall appear in the premises after the function.
- No Tandoor batty and Ice etc., will be allowed on the Lawns. They should be placed at the designated areas only.
- The Caterer has to provide adequate Garbage bins for wet and dry Garbage and make sure that they are placed at the designated areas.
- Caterers and the Organizers / Hirers should take all precautionary measures for up keep of the area keeping in view the environment and pollution issues.
- Spitting and smoking anywhere in the premises is strictly prohibited.
- Halogens and high power lights shall not be tied to the Trees and shrubs either at the top or at the bottom of the Trees.
- Using plastic bags and other plastic material is strictly prohibited.
- Pet Animals are not allowed.
- The Cars and the Service Vehicles will be allowed 3 Hours before the function and they shall be parked at the designated place only.
- The designated Officer / Security personnel of the Shilparamam shall always have the access to the Venue.
- In the Event of violation of any of the rules cited, the Management has got every right to cancel the allotment, even at the eleventh hour and black list Hirer / Organizer or caterer for using the Shilparamam in future. The entire deposit amount will be forfeited.

- In the Event of cancellations, deduction will be made as indicated below and the balance will be refunded.
  - a) Prior to 15 Days of the Event – 25% of the Hire Charges.
  - b) Prior to 5 Days of the Event – 35% of the Hire Charges.
  - c) Prior to 3 Days of the Event – 40% of the Hire Charges.
  - d) Prior to 2 Days of the Event – 60% of the Hire Charges.
  - e) Prior to 1 Day of the Event – 75% of the Hire Charges.
  - f) After the day of the Event – 100% of the Hire Charges.
- The Party is responsible for taking the required permissions like POLICE – PPL – IPRS – **Liquor License from Excise Dept.** and to bring the necessary permission / NOC from Entertainment tax issued by the Telangana State Commercial Tax Department and submit the same at our office at least **2 days before the Event date.**
- Serving of Liquor shall not be allowed without valid License.
- The Officer/ Security personnel of Shilparamam shall have the access to check the Venues.
- The Tariff for 12 Hours only including setup and clearance time.
- Hirer of the Venue should select and inform the vendor at least Five days before the Event date.

### **DECLARATION**

**I have gone through the Terms and Conditions attached to this application and I have also gone through the price list of supplier of Furniture, Lighting and Empanelled Vendor desired to be hired and agree to abide by all the Rules & Regulations and restrictions. The area mentioned may please be reserved in my name.**

Signature of the Hirer