

## **Guidelines/Safety measures**

- The right to refuse any application for the use of Hall facilities is reserved to the concerned Zonal Commissioner, GHMC.
- The Function Hall is available to applicants between the slots selected at the time of booking.
- Any Cancellation or Rescheduling of booking can be done within at least 7 days from the function hall event date.
- No intoxicating liquors are permitted to be bought or sold in any part of the premises.
- The organizers/applicant of events in the Hall are responsible for ensuring that the noise levels of their functions is not such as to interfere with other activities within the building, nor to cause inconvenience to the occupiers of nearby houses and apartments.
- Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and persons or groups responsible for functions held in the Hall.
- Vehicles shall not be parked so as to cause obstruction at the entrance to or exits from the Hall.
- Litter shall not be left in or around the Hall premises.
- Any visits to a function held, by an official in the course of their duty, eg. AMOH, Engineering wing, GHMC Officers of the concerned Circle/Zone, Emergency Services, Fire Protection Officer, etc.
- All use of Hall premises and facilities is subject to the user accepting responsibility for setting out required furniture and equipment, returning everything to their original positions and for securing doors and windows of the premises.
- All lights must be turned off on leaving the premises.
- The premises will be checked by the DC or officer appointed by the Deputy Commissioner for inspecting the premises for issue of Non-Damage Certificate subject to which Security Deposit shall be refunded.
- All users shall also leave the premises and surroundings in a clean and tidy condition.
- All users of the Hall are required to remove all waste materials and segregate the dry waste from wet waste by the end of the event.
- All breakages/damage to fittings, fixtures and equipment must be reported to the DC. In case of breakage /damage it shall be deducted from the Security Deposit.
- The organiser/applicant of event can request for cancellation/reschedule of the event before 7 days from the date of booking done earlier.
- The Electricity Charges as per the meter readings shall be deducted from Rs.2500/- paid at the time of the booking of the Hall. If the charges exceed 2500/- the balance amount shall be deducted from Security Deposit.