



ATAL BIHARI VAJPAYEE MEDICAL UNIVERSITY, U.P., LUCKNOW

Guidelines for Reservation And Allotment of

Atal Bihari Vajpayee Medical University Charaka Convention Centre

1. Application and Allotment

- a. The Convention Centre shall be booked for academic talks, seminars, conferences, Academic slide and film shows, lecture-demonstrations and workshops, etc.
- b. The Convention Centre shall primarily be used for the academic activities of the University. Other academic institutes, Autonomous bodies/registered NGOs, Academic associations, Departments of Central/State governments need to apply in the prescribed format through the concerned head of organizations. *
- c. The Convention Centre cannot be made available to any political/religious organization/ social events like marriage and other social functions under any circumstances.
- d. The ABVMU Staff and Officers may use the facilities of Auditorium for organizing lectures etc. for primarily for academic purposes only.
- e. Convention Centre will be provided for the
 - i. University activities will be given first priority.
 - ii. PSUs/Autonomous bodies, other academic institutes etc. will be given second priority for allotment, provided that their requests are made at least one month in advance.
- f. Reservation of Convention Centre shall be confirmed on receipt of communication (letter/faxes, email) and on advance payment of prescribed user charges and security deposit. Tentative bookings will be treated as cancelled, if not confirmed within a week's time.
- g. Reservation of Convention Centre shall not confer any right of tenancy of the premises and the University shall have the right to cancel the reservation at any time without advance notice and without assigning any reason.
- h. All applications should be routed through proper channel as per the University's system. Applicants need not carry the form in person for approval of the concerned office.
- i. The organizer (s) of the event must make the payment of applicable user charges in advance. The applicable charges can be paid in ABVMU, Lucknow, either by draft or by online mode.
- j. The organisers will be responsible for any permissions or licences required for the organization of their event. In case such permissions are not obtained and submitted to the office at ABVMU five days before the event, the booking will be cancelled and no refund shall be allowed. In such cases the security deposit will also be forfeited.



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k. Convention Centre will not be allotted for any anti- National activities or for activities with are against the Indian culture and may affect peace and harmony in society. Any such allotment if done, will be cancelled.

l. It will be the responsibility of organizers to inform police and fire department as required.

*Auditorium may be given for cultural performances like of Classical music, plays etc. on a case-to-case basis at the discretion of ABVMU.

2. Security Deposit

- A Security deposit is required to be deposited, which will be refunded after the conduct of the programme as per rules.

3. Postponement and Cancellation

- a. Notice for postponement (Subject to availability)/cancellation of a function should reach the concerned office at least fifteen days prior to the date of function (excluding the date of function), failing which 25% of the user charges deposited will be forfeited.
- b. If the organizers are advised to postpone or cancel a function in stipulated time period, full amount of the user charges will be refunded or adjusted against future booking.
- c. Cancellation charges will not be levied when a programme is shifted from a smaller hall to a larger hall, subject to its availability on the same date. Payment of difference of user charges and fresh NOC would be required. If the shifting is from a larger hall to a smaller one, no refund is admissible.
- d. Regarding cancellation of booking, the organizer should inform the concerned office in writing.

4. Refunds

- a. Refund of Security deposit after adjustment of damage and charges for overstay if any, will be allowed on receipt of request from the organizer with original receipt of the deposit.
- b. In case requisite charges against booking has been deposited but other requested documents are not completed up to five days before the proposed date of function and the event is ultimately cancelled, and no refund will be permissible in such cases.



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5. Overstay and Damages

- a. The damage, if any, made to the Auditorium fittings, fixtures, etc., during the course of use, the organizers/recommending authority will be responsible for make-up of such losses by making cash payment or from the Security deposit as may be decided by ABVMU. Damage exceeding the amount of Security deposit will be similarly recovered. The decision of the ABVMU will be final in this regard.
- b. Pasting of posters, hammering nails or fixing any decorative material on the walls and surfaces inside the auditorium is strictly prohibited. Banners should carefully be hanged outside the premises without causing damage to the walls and should be removed after the program.
- c. The auditorium and foyer must properly be cleaned up after use. If excessive litter is kept lying around, cleaning charge will be deducted from the security deposit.
- d. In the event of overstay the allottee will be charged damages (25% of user charges deposited by them up to 1:30 hours) or as decided by ABVMU. This amount will be fixed by the ABVMU considering the running cost of electricity, air-conditioning plant etc.
- e. Damages to the furniture and fittings or losses of any kind caused during the use of Auditorium are to be made good by the allottees. ABVMU will determine the amount payable on this account and inform accordingly and the decision will be final and binding on the allottees.
- f. Removal and disposal of any garbage from ABVMU premises is responsibility of organisers.

6. Catering

- a. Dinner, lunch or any other refreshment like, snacks, water bottles, tea, coffee, soft drink, etc., are not allowed inside the auditorium/committee/Lecture Halls. Smoking is strictly prohibited inside the University premises in any area.
- b. Children's parties/play equipment or rides are not permitted inside the auditorium premises.
- c. Catering services may be obtained from any empanelled vendor as per the list approved by Auditorium Committee, ABVMU only. No outside vendor will be permitted under any circumstances.
- d. No cooking is permitted within the Convention Centre premises. Any cooking is to be done in the designated space outside the Auditorium premises.
- e. Removal and disposal of any garbage from ABVMU Premises shall be the responsibility of organisers
- f. It will be the responsibility of the organizer to keep the premises clean after the event is over. The caterers catering within the complex stands debarred from catering for the Auditorium in case of:



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- Littering

- Making the premises unhygienic
- For any kind of damages
- Complaints of any other nature

7. Tentage and Audio-visual equipment:

- a. The main Auditorium and other meeting rooms are equipped with good quality Audio visual equipment.
- b. The charges of Auditorium will remain the same whether the organisers use or do not use such provided equipment.
- c. Tentage and Audio-visual services may be obtained from any empanelled vendor as per the list approved by ABVMU, only. No outside vendor will be permitted under any circumstances.

8. General

- a. In case of any mechanical failure, organizer should co-operate with the University authorities and adhere to their instructions. All efforts will be taken to relocate the Venue, subject to security norms and availability.
- b. The organizer will be held directly or indirectly responsible for any mishappening/ incident that might take place during the conduct of the programme.
- c. Organizers are required to take care of conference material/technical equipment/ personal belongings etc., as ABVMU is not responsible for their safety.
- d. Registration table for registration of delegates for the is permitted in the predefined areas (like Pre function area or lawns etc).
- e. If a party is unable to use the booking venues due to failure of electricity or on account of riot, fire, earthquake or an act of war, etc. the University will not be held liable for any loss suffered by the booking party.
- f. Lighting of fire or using any chemicals which may cause fire, smoke or high intensity sound are strictly prohibited inside Convention Centre premises and no such equipment/ implements shall be used inside Convention Centre premises.
- g. Any single or multiple lawn will not be given separately without auditorium for any type of function under any circumstances.



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- h. Any outside lighting with metal trusses which may damage the carpeting or flooring are not permitted.
- h. In exceptional cases prior permission from ABVMU should be taken.

9. Do's and Don'ts

- a. Organizers/ participants must refrain from making loud noises inside or outside the meeting venues.
- b. The organizers have to sign the occupation and vacation reports available with the ABVMU, while taking over and handing over the venue.
- c. The furniture inside the Auditorium should not be shifted to any other place.
- d. Do not over-crowd the venue/halls with more than the permitted number of invitees/ delegates.
- e. Organizers are required to make sure that the participants/delegates are confined to the venues booked by them for meeting/catering arrangements/lecture.
- f. No decoration, posters or notices are allowed to be pasted on any walls either outside or inside the hall. Any such signages should be done on proper stands.
- g. Designated spaces have been marked for floral rangoli and other decoration. Only floral decorations are allowed. Minimal decorations are permitted outside the Auditorium and Hall.
- h. Smoking and Gutka Masala etc. and spitting of any kind is strictly prohibited.
- i. Shouting slogans in the premises of the venue is not permitted.
- j. Organizers have to strictly adhere to the time slot for which bookings have been made; and vacate the venues on time.
- k. Organizers must ensure that banners/backdrops are removed immediately after the conduct of programme.
- l. No baggage is allowed inside the auditorium premises.
- m. Photo id cards are to be issued by organisers to people working on their behalf.
- n. Drone cameras are not allowed within the Auditorium premises.
- o. ABVMU reserves the right to admission in its campus.
- p. Any type of digging is not allowed in the lawn or pavement or on the roads.
- q. Use or display of any type of firearm is prohibited.
- r. Any violation of copyright should not be done by organizers.



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s. Organizers have to follow the rules and directives of Hon'ble Courts and district magistrate regarding noise/ sound regulations. Accordingly use of loudspeakers etc will be prohibited from 10pm to 6 am.

Note:

- **Decision of ABVMU, shall be final in cases of any dispute.**
- **Any disputes shall be in the jurisdiction of courts in Lucknow.**



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Application for Allotment of Convention Centre of

Atal Bihari Vajpayee Medical University, UP, Lucknow

1. Name and Address of Applicant _____

E Mail: _____ Mobile Number: _____

2. Purpose of Request for Allotment: _____

3. Dates and time for which space is required: From _____

_____ To _____

4. Purpose for Reserving the space: _____

5. Space required for booking _____

Declaration: I declare that I have read and understood all rules and regulations and the fee structure for booking and use of Auditorium premises and other facilities and I agree to abide by the same.

Date:

Signature of Applicant: _____

(With stamp as applicable)

Place:

Designation &

Address of applicant: _____

Mobile No. _____

Please give details of bank account where the security is to be refunded:

A/c Number: _____ IFSC Code: _____

Bank Name and Branch _____

GST No: _____ PAN No _____

Attach a cancelled cheque copy also.