

## DECORATORS RULES AND REGULATIONS

The **Decorator** shall abide by the following rules and regulations:

- o Only hooks provided on the wooden frames and walls can be used to prop the decorations. **Under no circumstances** will extra hooks or nails be permitted.
- o Masking tapes or other adhesives are **strictly prohibited** on walls and ceilings.
- o Decorations to be hung from ceilings are **strictly prohibited**
- o **Lighting:** Buntings and lighting will be permitted **only** on hooks provided.
- o **Stage:** Externally sourced stages or ladders will not be permitted in the Oshwal Centre premises.
- o **Mandap:** These may be decorated without touching the walls or ceilings
- o **Electricity:** Power for video, photography, PA systems etc, to be drawn from the power points provided. Un-insulated wiring **will not be permitted. The Oshwal Centre Electrician to verify any electrical instrument to be used within the premises.** This verification and checking with the Oshwal Centre Electrician to be done at least a day before the function. Overloading on any one circuit will not be permitted.
- o **Toran:** Should be placed on the hooks provided.
- o **Havan Kund:** The smoke from Havan to be limited to avoid damage to walls, ceilings and floors. **Please take necessary precautions. The Duty Officer has the right to curtail the intensity of the smoke.**
- o **No naked flames, diyas or candles permitted in the Chand Rami Hall or Dinesh Mahesh Chandaria Auditorium.** Exception will be given to a single diya for purposes of opening ceremonies or such for a limited time on a protected base.
- o One candle per table shall be allowed in KD Hall, Karania Hall and Sumaria Court.
- o Once the function is over the Decorator must remove all the decorations immediately and leave the premises in a clean condition. The decorations must not be left behind at the Oshwal Centre premises or Mahajanwadi under any circumstances.
- o List of workers with the identification numbers to be provided.
- o Visa Oshwal Community will not be held responsible for loss or damage to the decorator's personal property.
- o Due care will at all times be exercised to avoid any harm to any person or property within Oshwal Centre or Mahajanwadi.

o The decorator shall be required to insure against any damage he/she/it may cause whilst carrying out decorations at Oshwal Centre or Mahajanwadi and for any damage that may be suffered by Oshwal Community for any reason whatsoever on account of the decorations.

o The decorator shall carry out his duties at reasonable hours that are to say between sunrise and sunset unless his duties are needed during the course of the function he decorates for.

o Oshwal Centre, Mahajanwadi and the Visa Oshwal Community, or any other member of the said community shall not be liable to the decorator in any manner whatsoever for any damage the decorator may suffer whilst on the premises of the Oshwal Centre.

o The Decorator shall have his / her employees (whether term or permanent) properly insured against Common Law and Work Injuries Benefit Act Liabilities. The Visa Oshwal Community will not be liable for any injuries, etc suffered by his / her employees whether term or permanent.

**CONTACT DETAILS OF DECORATOR:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TEL: (O)** \_\_\_\_\_ **(R)** \_\_\_\_\_

**MOB:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**NO. OF HELPERS:** \_\_\_\_\_

**SIGNATURE OF HIRER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE OF DECORATOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DATE OF FUNCTION:** \_\_\_\_\_

## **CATERERS RULES AND REGULATIONS.**

The **Hirer** and the **Caterer** shall abide by the following rules and regulations.

- o Only vegetarian food (excluding onions and garlic) will be allowed to be cooked and/or served.
- o **Alcoholic** drinks are **strictly** prohibited within the Oshwal Centre and Mahajanwadi premises.
- o **Smoking is strictly prohibited** within the buildings of Oshwal Centre and Mahajanwadi.
- o The Caterer and Hirer shall leave the hired premises clean and tidy after the function.
- o Cleanliness and tidiness will be maintained at all times
- o The area utilized by the caterer and hirer shall be washed and cleaned immediately after the function is over for the day.
- o The hirer shall be responsible for all damage to any property or premises availed or used during the function.
- o No utensils or allied items brought from outside sources shall be permitted.
- o No tawas or cooking gas cylinders shall be permitted in the dining halls
- o The caterer and the hirer shall ensure that all statutory conditions for health and hygiene, quality of uniforms etc are complied with. Any necessary health certificates must be obtained prior to rendering of services.
- o Visa Oshwal Community or any of its members shall not be liable for any loss or damage to caterer's personal property or any property of the hirer.
- o Due care will at all times be exercised to avoid any harm to any person or property within Oshwal Centre or Mahajanwadi.
- o The Caterer whose services are sought and obtained by the hirer (the party hiring part of whole of Oshwal Centre or Mahajanwadi for any function) shall be both jointly and severally responsible for any damage caused to Oshwal Centre, Mahajanwadi or the Centre's properties and the utensils as a result of Caterer's or Hirer negligence.
- o The caterer and the hirer shall abide by reasonable timings in that the Centre would be available between the hours of 6.00am to 10.00pm.
- o There shall be no sale of any food items within the Oshwal Centre or Mahajanwadi to any one whosoever.
- o List of uniformed workers with the Identification number will be required.
- o The caterer will have his staff properly insured against Common Law and Workmen's Compensation Act Liabilities.

o The Caterer shall have his / her employees (whether term or permanent) properly insured against Common Law and Work Injuries Benefit Act Liabilities. The Visa Oshwal Community will not be liable for any injuries, etc suffered by his / her employees whether term or permanent.

**CONTACT DETAILS OF CATERER:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TEL: (O)** \_\_\_\_\_ **(R)** \_\_\_\_\_

**MOB.** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**NO. OF HELPERS:** \_\_\_\_\_

**SIGNATURE OF CATERER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_