

Shree Visa Oshwal Community

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RULES AND REGULATIONS FOR BOOKING/HIRING

Applicable to the party who hires any facility at the Oshwal Centre or Mahajanwadi.

1. Booking for each specific area of Oshwal Centre and Mahajanwadi must be applied for in the prescribed form, which must be signed for or on behalf of the hirer, decorator and caterer as applicable.
2. No telephone will be accepted.
3. The application form must be accompanied with the appropriate deposit in full.
4. Final confirmation will be given in writing.
5. Booking is not transferable and deposit will be forfeited unless a written cancellation is given 90 days prior to the confirmed booking date.
6. Deposit will only be refunded in case of death in immediate family. This decision is subject to the sole discretion of the Visa Oshwal Community Management Committee.
7. In case of lack of availability of desired area of hire, the request will be wait-listed on a first-in-first-out basis for which acknowledgement will be given but no deposit accepted.
8. In case of cancellation, the next in the waiting list will be given priority.
9. Under no circumstances, double booking will be allowed for the same desired venue for any function.
10. **Chand Rami Hall:** No meals to be served. Only tea, coffee, soft drink, ice-cream sweets, nuts and biscuits can be served.
11. **Auditorium: Strictly** no food or drinks will be allowed. Light snacks will be permitted to be served in the C & P lobby adjacent to the auditorium or in Garden Area. A separate set of rules & regulations are applicable.
12. Under special circumstances and at the discretion of the Visa Oshwal Community Management Committee, the dining halls may be hired for 'haraka marriage or marriage ceremony, engagement ceremony or any other function, provided the halls are available within the stipulated 90 days period.
13. Only vegetarian food (excluding onions and garlic) will be allowed to be cooked and/or served.
14. **Alcoholic** drinks are **strictly** prohibited within the Oshwal Centre and Mahajanwadi premises.
15. **Smoking is strictly prohibited** within the buildings of Oshwal Centre and Mahajanwadi.

16. Decorations:

The hirer will abide by the following rules pertaining to decorations

- 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**
- 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.** (a day prior to the function).
- o **Toran:** Should be placed on the hooks provided.
- o **Havan Kund:** The smoke from the 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 allowable in the dining halls.

17. **Decorators and Caterers:** The hirer is responsible for conduct of the Decorators/Caterers and to ensure the rules and regulations are followed (Separate rules and regulations attached). The hirer will inform the Oshwal Centre Manager and the Mahajanwadi caretaker of the names and contacts of these persons. The Hirer will also fill and sign the necessary forms informing the names of these persons who will only be allowed at the discretion of the Visa Oshwal Community Management Committee.

18. The hirer will be responsible for cleaning the entire premises used by them properly after the function to the satisfaction of the Oshwal Centre Manager/Mahajanwadi caretaker.

19. The hirer will be responsible for any loss or damage caused during the function. All repair charges will be borne and paid for by the hirer.

20. **Car Parking:** Visa Oshwal Community will not be responsible for any loss or damage to vehicles parked including loss of any property from the vehicles while the same are parked either at Oshwal Centre, Visa Oshwal Mahajanwadi, Visa Oshwal Primary School, or adjacent Oshwal Institutions. Attached is a separate set of rules & regulations pertaining to vehicle parking which have to be adhered to strictly.

21. Visa Oshwal Community will not be responsible for any damage or loss to Individual Property of the Decorator/Caterer.

22. The hirer will ensure all stores are vacated within 6 Hours after the function is over. Visa Oshwal Community will have the right to vacate the same at its own discretion should the same not be done within 6 Hours a charge of 10,000 per day will be levied thereafter.
23. Utensils and Furniture available within Oshwal Centre and Mahajanwadi will be used for various functions. Outsourcing of the same **is strictly prohibited**.
24. At all times the Visa Oshwal Community will be deemed to be acting by or through its Officials, Committee Members, Employees or duly authorized agents and spokespersons.
25. Visa Oshwal Community reserves the right to amend the scale charges including terms and conditions of the same at any time.
26. Visa Oshwal Community Management Committee, Catering & Operations Committee, official staff and authorized persons reserve to itself an absolute and unrestricted right to enter the premises at all times for the proper supervision of the hiring and for any other purposes it may consider appropriate.
27. The obligations and liabilities of the hirers, if more than one, shall be joint and several.
28. We do not allow unreasonable size vehicles entering the Oshwal Centre which may cause a substantial amount of damage on the grounds / paved cabro and drive way.
29. **Entry to Oshwal Centre is strictly by motor vehicles.** During a wedding the Groom cannot use other means of entering Oshwal Centre e.g. helicopter, horse cart, camel, any other pets etc.
30. The hirer shall ensure that only the groom vehicle shall be allowed in the barricaded parking.
31. The hiring shall be deemed a license to occupy the premises as specified in the booking documents. Such license shall be personal to the hirer and shall not be assignable or transferable without the prior written consent of the Visa Oshwal Community Management Committee. Such consent may be refused without any reasons being provided for the same.
32. The hirer shall ensure that no person attending or participating in the function causes any obstruction, nuisance or commit any unlawful act whether on the premises or in the immediate vicinity thereof. The Visa Oshwal Community Management reserves the right to remove any such offending person from the premises using reasonable force if deemed necessary.
33. Where only part of the premises is hired the hirer shall ensure their party shall not encroach upon or obstruct other areas of the buildings and grounds comprising of Oshwal Centre and Mahajanwadi.
34. Visa Oshwal Community Management shall not be responsible for the failure of gas, electricity or water supplies.
35. The Hirer 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.
36. Levy will be charged when food/tickets are sold to exhibitors / visitors. The rate for the levy will depend on the requirements.

37. Hiring charges are subject to change every calendar year. The prevailing rates will be applicable for hiring of premises irrespective of the date of payment of deposit.

38. Overnight charges are applicable for any set-up/removal done after midnight.

39. The tax point will be the date on which payment for the service is received in whole or in part.

40. Visa Oshwal Community will not be responsible for any injury or mishap caused to anybody during your set-up and hire days.

41. All the Rules and Regulations including all other instructions given under the guidance of the Oshwal Centre Manager/Mahajanwadi caretaker must be abided at all times.

42. Gas charges, overtime for the Visa Oshwal Community staff and security guards to assist with parking will be charged to the hirer at the prevailing rates.

I/WE HEREBY AGREE TO THE ABOVE RULES AND REGULATIONS

NAME: _____

ADDRESS: _____

TEL: (O) _____ **(R)** _____

MOB. _____

EMAIL: _____

SIGNATURE: _____

DATE OF FUNCTION: _____

DATE: _____

SIGNATURE OF HIRER: _____ **DATE:** _____

DATE OF FUNCTION: _____

RULES FOR DECORATORS / CATERERS WHICH THE HIRER SHALL ABIDE.