

No. PEC/EO/ 6903
Dated 29 MAY 2023

CIRCULAR

Subject: Guidelines for using Centenary Hall Facilities.

In supersession to the letter no. PEC/EO/10310, dated 26.05.2022, the revised guidelines for using the Centenary Hall facilities have been approved by the competent authority and the same are enclosed herewith for information of all faculty & staff of PEC. These guidelines shall be enforced w.e.f. 01.06.2023.


o/c Estate Officer

Endst. No. PEC/EO/

Dated

Copy of the above is forwarded to the following for information and necessary action please:

1. Deputy Director
2. All Head of the Departments
3. All Deans
4. Registrar
5. Chairman Estate & Works
6. All Section In-charge/ Centre Heads
7. Webmaster, to upload on institute website
8. P.A. to Director


o/c Estate Officer


GUIDELINES FOR USING CENTENARY HALL

1. PURPOSE AND ELIGIBILITY

1. Regarding Eligibility for use of Centenary Hall facility
 - a. Regular employees of PEC retired/ serving and their family members (including brother, sister and their children) priority will be for serving employee.
 - b. Other employees (contractual, outsourcing, SPIC, Hostel employees etc. of the institute) are also eligible for booking with the following conditions:
 - He/ She should have completed two or more years at PEC
 - Booking will only be for marriage of self, own son/ daughter
 - The employee shall submit a guarantee from the regular employee of PEC. Regular employee can give guarantee for one employee in a Financial Year (April- March).
 - However, permission shall be subject to the approval of the Director PEC.

2. BOOKING PROCEDURE

- I. An applicant should submit the duly filled application form along with required documents (fees receipt, undertaking, guarantee (if required), proof of programme etc). For advance booking (minimum 14 days & maximum 90 days prior to the program). Application form can be downloaded from the Institute website (www.pec.ac.in).
- II. The permission letter will serve as a permit for use of Centenary Hall facilities. The permission letter should be presented to security/ sanitation in-charge, if required, before the commencement of scheduled activity/program.
- III. The applicant can cancel the booking by giving notice at least seven working days before the date of program, failing which the amount deposited shall be forfeited. If an applicant fails to turn up on the scheduled date without notice (as mentioned above), booking amount deposited shall be forfeited.

3. GUIDELINES DURING THE USE OF CENTENARY HALL FACILITY

- I. The applicant has to ensure that no illegal activity/activities, that may cause nuisance, disturbance or prejudicial to the peace, safety and severity in the Institute, shall be carried out within the premises of Centenary Hall. In case, any such activity is found/ reported during the event, the applicant shall be responsible for this and necessary action shall be initiated against him/her as per rules.

- II. The Centenary Hall facilities are to be used only for the approval/declared activity/function/program.
- III. No change will be allowed in the structural design or layout of the premises.
- IV. Fire crackers are strictly prohibited inside the premises.
- V. The power supply cables should be so located that it will not constitute a hazard to the audience/participants. The applicant must ensure the size, capacity and fitness of the power supply cable.
- VI. All necessary steps/precautions should be taken, which are required to safeguard the Centenary Hall and adjoining areas against fire hazard, but not limited to arrangement of firefighting tender. The institute will not be responsible in this regard in any way.
- VII. No scenery or decorations of readily combustible nature should be erected on the stage or anywhere in the premises of Centenary Hall.
- VIII. No hydrogen-filled balloons of readily combustible nature should be hanged in and around the Centenary Hall.
- IX. All exit doors shall remain unlocked and staircase/ corridors shall be free from obstructions during activity/function/program. All these areas should be adequately illuminated.
- X. Candles used must be drip less or floating in water.
- XI. Smoking is strictly prohibited.
- XII. Only lighting should be used for illumination purpose.
- XIII. The damages/ losses, if any, to the Centenary Hall or its facilities, will be recovered from security deposited by the applicant. Excess amount, if any, should be deposited by the applicant within fifteen days after intimation by the concerned authority.
- XIV. No posters, slogans, banners or portraits are to be pasted or hung while using the Centenary Hall facility.
- XV. Chanting of slogans or conducting activity that disturbs public is prohibited.
- XVI. No sprinkling of powder on the floor is allowed.
- XVII. The applicant shall be responsible for physical arrangement such as seating etc.
- XVIII. The applicant shall not put any nails or any other materials that are difficult to remove such as lacquer, paints or other similar materials on the walls, furniture and other equipment. Applicant shall be liable to pay for damages to any equipment, furniture or structure etc. in the Centenary Hall or its facilities.

- XIX. Only specified kitchen area should be used for cooking purposes. No outside kitchen will be allowed.
- XX. No digging anywhere within the premises for the tentage is allowed.
- XXI. Any additional electric appliances and lighting equipment to be installed in any part of the Centenary Hall shall be in perfect working condition and the applicant will be solely responsible for its functioning. Any additional electric source like DG Sets/ A.C/ Air Cooler, if required, shall be the responsibility of applicant and same should comply with local laws. All safety measures there off will be the responsibility of applicant.
- XXII. Estate Office shall have the right to enter, at any time, any part of the Centenary Hall facilities during its use by the applicant and impose additional conditions for its continued use in the light of prevailing circumstances. If any applicant fails to observe these conditions, the staff member may terminate the right of use at any time and request all persons to leave the venue.
- XXIII. Pets/animals and fire arms are not allowed.
- XXIV. Applicant waives any right of recovery against the Institute, its officers, employees or agents in the event of fires, floods, earthquakes, civil disturbances, regulation of any public authorities and any other causes beyond their control. Applicant shall not charge results of "acts of God" to the Institute, its officers, employees or agents.
- XXV. Applicant waives any right of recovery against the Institute, its officers, employees, and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with Applicant's use or occupancy of the Community Hall/Room and adjoining area, lawn etc. even if the Institute, its officers, employees. or agents seek recovery against Applicant.
- XXVI. Political/religious speeches or anti-national campaigning of any kind is not allowed.
- XXVII. Serving of eatables, drinks and beverages permitted under the law are allowed with proper license, if required.
- XXVIII. Portable water shall not be used during catering activity, applicant has to arrange it at his own cost.
- XXIX. Serving of alcohol is strictly prohibited inside the premises.
- XXX. **An applicant warrants that:**

- i. He/she shall obtain and maintain all necessary approvals, permits or licenses which may be required or necessary from relevant licensing bodies, copyright owners/otherwise to use any copyright works (including but not limited to recorded music, music videos and karaoke videos) during the use of venue, and shall comply with the terms & conditions of such approvals, permits or licenses.
 - ii. The Institute/Authority at its absolute discretion may direct an applicant to cease any act being carried out in a Centenary Hall facility at any time during the event, if the Institute considers that the intellectual property rights of any person may be infringed, and the applicant shall immediately comply with such direction.
 - iii. The applicant and his/her members, partners, employees, contractors, agents and licenses (each a "Related Person" and together "Related Persons" of the applicant) whether as invitees or otherwise, whilst using or present at the Centenary Hall facilities are entirely at his/her own risk. Neither the Institute nor any of his employees, agents or contractors shall be under any liability whatsoever for or in respect of:
 - a) Any loss or damage to any of the applicant's property or that of any of related persons howsoever caused (whether by an act, omission, default or negligence of the Institute and any of his employees, agents or otherwise):or
 - b) Any injury to or death of the applicant or any of related persons or any third party (save and except any such injury or death caused by the negligence of the Institute or any of his employees or agents), which in any case arise directly or indirectly in connection with, out of or in relation to the use of the Centenary Hall/ lawn or both by an applicant or any of his related persons.
- XXXI. An applicant shall indemnify and keep the Institute fully & effectively indemnified against
- i. Any and all claims (whether or not successful, compromised, settled, withdrawn or discontinued, in whole or in part), actions, investigations, demands, proceedings or judgments, joint or several, threatened, brought or established against the Institute (the "Claims"); or
 - ii. Any and all liabilities, losses, damages, costs, charges or expenses (including all legal fees and other awards, costs, payments, charges and expenses) which the

Institute may pay or incur as a result of or in relation to any claims, which in any case arise directly or indirectly in connection with, out of or in relation the use of Centenary Hall facilities by the applicant or any of his Related Persons including any loss, damage, injury or death; or

- iii. Any loss of or damage to any property of the Institute or of any of his employees, agents or contractors or any injury to or death of any employee, agent or contractor of the Institute arising out of the negligence of the applicant or any of his Related Persons.

4. Charges for the use of Centenary hall facilities

Sr. No.	Facility	Regular Employee	Contractual/ Outsource Employee
1.	Main Hall plus one room at G.F.	Rs. 5000/- per day	Rs. 8000/- per day
2.	Security amount (Refundable)	Rs. 8000/- per event	Rs. 10000/- per event
3.	Electricity & Water charges	Rs. 1500/- per day	Rs. 1500/- per day
4.	Sanitation Charges	Rs. 1500/- per day	Rs. 1500/- per day
5.	Rooms at F.F.	Rs. 500/- per day	Not Eligible

*GST extra as applicable

5. EXEMPTION FROM PAYMENT OF RENT/ ELECTRICITY CHARGES

- i. Institute functions (Conferences, Seminars, Symposiums, Workshops etc., events and other Institute Academic Functions.
- ii. Condolence Meetings/ Institute annual function etc. or any other occasion with the approval of Competent Authority.

6. PENALTY

In case of any violation/sub-letting/ deviation from the approved programme, following action may be taken:-

- i) An amount of 4 times of the security deposited will be panelized.
- ii) Allottee will be debarred from booking for one year.
- iii) Repeated offenders may be debarred permanently for booking the venue.