

## **ANNEXURE 'B'**

Terms & Conditions for hiring / out sourcing of two grounds at Juhu Campus and Patkar Hall, Committee Room, Maharshi Karve Complex of the University Churchgate Campus:

- 1. Days of Usage:** The number of days of usage in a year will be mutually decided by the agencies and University Authority. Specific terms will be decided separately for each of the above premises. The University reserves the right to use the premises for its own programmes approximate for 65 days in a year without any payment to the agencies for which intimation will be given to the agencies **One month** in advance.
- 2. Time of Usage:** The party is allowed to use the premises from 8.00 am to 12 midnight on the date of the booking.
- 3. Confirmation of Booking:** The agency will be required to get confirmation from the University Authority at least 15 days in advance.
- 4. Purpose of Usage:** The premises cannot be used for the purpose other the one specified in the booking form. The University reserves the right to cancel/withdraw the permission even at a last minute in case of violation of booking condition. Agencies agree not to undertake any illegal or unlawful activity in the said premises.
- 5. Terms of payment /Deposit :**
  - a. Financial bid can be decided on the basis of annual advance payments made by the agencies to the University.
  - b. Each premise can be given to one agency at a time maximum for the period of 2 years.
- 6. Conditions for Usage:**
  - a. The agencies shall not use the name of this University in any manner for any function.
  - b. For any reason, the University is required to pay/ incur any amount on any claim from any individual or Authority, the agency shall be liable or immediately pay the same amount on demand, to the University.
  - c. No permanent construction / partitions will be allowed on the premises.
  - d. The agencies are responsible for proper cleaning/ leveling (in case of grounds) after the function is over premises shall be properly cleaned/. If this is not done, then the Agency will be held responsible and appropriate action will be taken by the university.
  - e. The Necessary Municipality/Police permission and/or the permission to hold the function as may be required from any authorities shall be obtained by the agencies and the copy of the same shall be provided to the office of the Registrar of the University before the function. All charges/expenses towards the said function to be borne by the Agencies.
  - f. The agencies should ensure that the party shall not allowed fire crackers and also shall not store any hazardous material/ consume or allow consuming any

type of alcohol/smoking during this period of the function on the University premises.

- g. The Necessary Security arrangement and necessary police bundobast both for Security and Traffic Control to be arranged by the agencies at their own cost and risk.
- h. Parking of Vehicles will be allowed based on the University norms.
- i. The agencies should ensure that the premises should not be damaged in any ways before, during and after the event. The agencies agree to indemnify and keep indemnified the University/ its representative against all losses, claims, damages, costs and expenses etc. that may be incurred/ suffered and required to be paid by the University as a result of any acts of omissions/commission on the part of the party and shall agree to pay/ reimburse the same to the University immediately on demand, if not the same will be recovered from the deposit.
- j. Entire risk and responsibility of holdings, conducting, managing and concluding the said function will lie with the agencies. The University shall not be held responsible or liable if the said function is cancelled or postponed or disturbed for any reasons, whatsoever.
- k. Complete contact details of parties involved for decorations and catering or any other purposes has to be submitted to the University Authorities along with the booking form.
- l. The usage of premises should not hamper the day to day activities of the University and should not cause sound/ movement disturbances due to the function.
- m. No Rehearsal will be permitted during office hours i.e. from 9.30 a.m. to 5.30 p.m. if your programme is during night time.
- n. No Electricity / water facility will be provided by University. The agencies will have to make their own arrangements in case of Juhu grounds.
- o. The decorator, caterers are not allowed to burn the waste in the premises, nor can they throw it in the nallah. If the cleaning is not done within six hours of the function, penalty may be imposed.
- p. The agency cannot create Godown or store their material on the University premises.