



### Application Form for Hall Hire:

1. Name of Contact Person: \_\_\_\_\_
2. Name of Individual / Business/ Company : \_\_\_\_\_
3. Address : \_\_\_\_\_
4. \_\_\_\_\_
5. PAN no: \_\_\_\_\_ City : \_\_\_\_\_ Pin Code : \_\_\_\_\_
6. Telephone: \_\_\_\_\_ Facsimile : \_\_\_\_\_
7. Mobile : \_\_\_\_\_ Email Address: \_\_\_\_\_
8. Type of Event : \_\_\_\_\_
9. Name of Event : \_\_\_\_\_
10. Date/s of Event : \_\_\_\_\_ Doors Open : \_\_\_\_\_
11. Starting Time of Event : \_\_\_\_\_ Finishing Time of Event : \_\_\_\_\_
12. If required prior to show day for Set-up : YES  NO  No of Days \_\_\_\_\_
13. Approximate no of guests expected \_\_\_\_\_
14. Approximate no of vehicles expected Cars : \_\_\_\_\_ Bikes: \_\_\_\_\_
15. Outside spaces for any activity / catering YES  NO
16. Do you intend to sell tickets? YES  NO
17. Are the Tickets / Invitations for Seating Free Seating  Numbered Seating
18. Proposed marketing launch date \_\_\_\_\_
19. Does your function require catering\*\*? YES  NO
20. Any other details / requests : \_\_\_\_\_

I /We acknowledge that I /we have read the attached Terms and Conditions of Hire and sign hereunder in acceptance of it. I / we the undersigned, verify that the above information is accurate and understand that the application form for hall hire does not in any way constitute a booking agreement.

**Signed :**

**Name :** \_\_\_\_\_

**Company Seal :**

**Date :** \_\_\_\_\_

**Payment Details : If applicable.**

\*Booking Amount for a Date:

**Favouring :** "The Madras Seva Sadan"

**Bank :** \_\_\_\_\_

**DD/Cheque #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**An original signed & sealed copy of this application form should be returned to our office in person / by courier for processing. Kindly send us a copy of the same by email.**

\*Booking amount for one Show date is Rs \_\_\_\_\_ , For a Set-up Day is Rs \_\_\_\_\_

Thank you for taking time to fill in our hall hire request form. We will respond as soon as possible, if you are working with specific deadlines, please do let us know. Hirers are not permitted to carry out any form of publicity including ticket sales, without a signed contract & agreement with Sir M V Rao Concert Hall.

No: 7, Shenstone Park, Harrington Road, The Madras Seva Sadan, Chetpet, Chennai 600 031

[info@sirmuthamemorial.com](mailto:info@sirmuthamemorial.com) ; [www.sirmuthamemorial.com](http://www.sirmuthamemorial.com)

All Rates mentioned in the Tariff sheet are subject to prevailing taxes. The rates are for a limited period until the show date booked. The SMVRCH reserves the right to amend the rates without any prior notice. All services/provisions are subject to vary on the type of booking, amount and package offered.

Any changes in the booking status, requirements / deletions / changes should be made in writing, write to **info@sirmuthamemorial.com** and we will do our best to accommodate them if possible. Any waivers, discounts or exemptions of charges /requirements will only be done based on a written request and on written confirmation / approval from the management. Payments to be cleared 3 weeks before the Event .

Additional rates if any incurred over and above the estimated charges paid for are to be paid before **show day – \_\_\_\_\_, 20\_\_\_\_\_**. All hiring / services will be provided only in accordance with bookings and payments made for the same. All Equipment/ Services will be provided by the Concert Hall or through its preferred vendors only. No External Vendor/ Equipment is allowed inside without the permission and consent of the Concert Hall Management. The Concert hall may retain any amounts paid by the hirer, or received by the Concert Hall on behalf of the hirer, until the hirer has paid to the Concert Hall all sums due from the hirer to the Concert Hall. **The decision of the Management on all charges and provisions for an event is final.**

I / We hereby understand and undertake to:

1. To Accept the estimates, rates & charges for the services / provisions and spaces as listed.
2. To Accept responsibility for any incident or litigation arising from the function or the gathering
3. To pay for any damage or costs incurred in restoring the venue to its original condition
4. To comply and abide by the rules & regulations , terms and conditions of hire as listed by the Sir Mutha Venkatasubba Rao Concert Hall.
5. To Allow , if necessary the caution deposit to be used to for any repairs from damage , additional or unpaid services / provisions and spaces used without booking or exceeding the limits specified or breach of any of the terms and conditions of hire as agreed upon.
6. Make all payments as scheduled before the event for services / provisions confirmed.
7. To pay cancellation charges, in case of cancellation/postponement of booking for any reason.

NOTE: Smoking of Cigarettes or any other products and consumption or serving of alcohol or alcoholic beverages is strictly prohibited at the Concert Hall and its premises.

I / We, \_\_\_\_\_ the hirer, have read and fully understand and agree to abide by the terms of the booking, confirm the details enclosed and agree to the Fixed Rates, Provisions, Terms and Conditions outlined above. Signing this form constitutes a contract with Sir Mutha Venkatasubba Rao Concert Hall, A unit of the Madras Seva Sadan, Harrington Road, Chennai.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Landline:** \_\_\_\_\_

**Mobile :** \_\_\_\_\_

Kindly keep a copy of this document for your reference and return the original print signed and sealed to our office accompanied with payment, completing the booking process. Confirmation of all the above services / provisions and deliverables is only upon receipt of payment and subject to clearance of Cheques / DD.