

## **Guidelines for Booking of Auditorium**

### **(i) General Rules :**

1. The auditorium will be booked only for academic activities such as lectures, seminar, conference, CME programmes, symposium, workshops or activities related to medical profession. Priority for booking of the auditorium will be for NAMS activities.
2. The auditorium will not be booked for any political/religious/non-scientific activities, general body meetings, holding of elections of office bearers of societies, convocations, birth day/foundation day event of any organization/society, etc. except NAMS related activities.
3. There are 292 seats in the auditorium. A few seats in the first row are reserved exclusively for NAMS officials, organizers or for differently-abled persons.
4. The auditorium can be booked for one/two days event during the normal office hours from 9:00 a.m. to 6:00 p.m. (Monday to Friday) and to be vacated within an hour after the meeting. If auditorium is booked for Saturdays/Sundays and other holidays, an extra amount of (Rs.1000/- and Rs.500/- total comes to Rs.1500/- per day in case of one NAMS officer and one helper, respectively) will be charged in addition to the actual charges for the booking.
5. Children below 8 years of age are allowed with their parents/attendants only.
6. All reservations will be made on prescribed form only. Verbal/telephonic reservations will not be entertained. Green area / garden near the auditorium cannot be booked or used for activities. NAMS reserves the rights to refuse booking of the auditorium or to revise the auditorium booking charges at any time without assigning any reason.
7. The damage, if any, made to the auditorium fittings, fixtures, etc. during the course of use, the organizer will be responsible to make such loss by making payment through DD/online or from the security deposit as may be decided by the NAMS.
8. Posters/Banners of publicity will not be allowed to be stuck on any portion of the auditorium but will be allowed at the designated space specified in the auditorium. Posters or notices are allowed only in foyer, outside the auditorium.
9. The organizer will obtain police permission prior to the performance of the event and will be responsible for the maintenance of law and order, traffic control, etc. as per Govt. rules applicable in Delhi & NCR.
10. Limited parking space is available inside NAMS compound. Authorized parking space is available at multilevel underground parking at Masjid Moth, AIIMS.
11. No extra lights or mikes or audio-video equipments will be installed by the organizer without prior permission. Any other facility to be used other than provided by NAMS will require prior permission from the auditorium in-charge and charges may be levied on the same if extra electricity, water is involved in the use of that facility.
12. Smoking, drinking of alcoholic beverages is strictly prohibited in the premises of the academy. The organizer will ensure that the rule is not violated. In case of violation, the security money will be forfeited and legal action will also be taken.
13. Designated spaces have been marked out for floral rangoli and floral decorations. Only floral decorations are allowed. Display of goods/products is not permitted.

14. No firework will be allowed within the premises of the auditorium and academy. The academy is legally responsible for enforcing the fire safety regulations within the NAMS premises.
15. For any mis-happening/incident/medical emergencies during the event, the responsibility will be that of the organizer. No medical facility is available in the NAMS premises.
16. Organizers are advised to take care of conference material/technical equipments/personal belongings, as NAMS is not responsible for their safety.
17. In view of the prevailing security environment during the event, organizers of the programme are to nominate designated representatives for identifying delegates and guests to ensure that only invited persons are allowed to attend the programme.
18. In case the organizer is unable to use the booking venue due to any mechanical/electricity failure or on account of riot/fire/earthquake or an act of war or an act of God, NAMS will not be liable for any loss.
19. Organizers are requested to avoid making loud noise and strictly adhere to the time slot for which booking has been made.
20. Organizers are requested to avoid overcrowding in the hall and premises. Only limited furniture with prior approval is permitted from outside the academy. The furniture inside the auditorium should not be shifted to any other place.
21. The organizer has to sign the occupation and vacation reports available with the academy staff member, while taking-over and handing-over the venue.
22. Secretary or any authorized official from NAMS may grant exemption from the operation of any of the rules in exceptional cases on merit.

**(ii) Tariff Rules:**

1. All bookings for the auditorium will be made on the prescribed form only. Verbal/ telephonic conversations will not be permissible.
2. Only after approval from NAMS Auditorium Booking Committee, full booking charges along with the security money must be deposited within a week. In case booking money is not deposited within a week booking will be cancelled. A fresh application will be required for re-booking.
3. Booking amount for the auditorium will be Rs.20, 000/- per day. Besides booking amount, security deposit (refundable) amounting to Rs.20,000/- also needs to be deposited which will be refunded within seven days after the programme or if programme gets cancelled/changed. This will not include projection, audio-visual and NKN facility. For audio -visual and projector an additional charge of Rs. 5000/- per day will be charged. For stage two tables and six chairs will be provided as complimentary.
4. The organizers are advised to collect confirmation letter of booking of the auditorium after submitting usual tariff along with security deposit at least 20 days before the programme.

5. The charges for booking and security deposit are to be paid NEFT or through Demand Draft (D/D) in favour of the '*Secretary, National Academy of Medical Sciences (India)*', payable at *New Delhi*, and to be deposited with the Accounts Section, NAMS, Ansari Nagar, Mahatma Gandhi Marg, New Delhi - 110029.
6. In case of preponement /postponement/ cancellation of the event the information should reach the academy in writing in advance. The Booking amount as mentioned below will be forfeited.

**Cancellation / Pre/Post-ponement**

3- month or more before the function	Nil
2- month or more before the function	10%
1- month or more before the function	25%
7 -day or more before the function	50%
Less than 7 days before the function	100%

**(iii) Catering :**

1. Catering services can be hired from any panel of caterers/agency as approved by NAMS.
2. Lunch or any other refreshment, eatables, etc. will not be permitted inside the auditorium.
3. Organizers are required to ensure that catering facilities are strictly followed and to keep the premises clean after the event is over. Appropriate action will be taken in case of any deviation.

**(iv) Booking Form :**

Download

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**NATIONAL ACADEMY OF MEDICAL SCIENCES (INDIA)**

**NAMS House, Ansari Nagar, Mahatma Gandhi Marg, New Delhi- 110029.**

Telephone No. 01126588718, 01126588134, E-mail: [nams\\_aca@yahoo.com](mailto:nams_aca@yahoo.com)

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**Application Form for Booking of Smt. Kamla Raheja Auditorium &  
Prof.J.S.Bajaj Centre for Multi-Professional Education**

1. Name of Member/Organisation \_\_\_\_\_

\_\_\_\_\_

2. Address for Communication \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Contact Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Email. \_\_\_\_\_

4. Name of the event \_\_\_\_\_

\_\_\_\_\_

5. Date & Timing FROM \_\_\_\_\_ TO \_\_\_\_\_

6. Number of Persons expected \_\_\_\_\_

\_\_\_\_\_

7. Name of Chief Guest (if any) \_\_\_\_\_

\_\_\_\_\_

8. Source of funding \_\_\_\_\_

\_\_\_\_\_

9. Is registration fee being charged from the Participants? \_\_\_\_\_

10. Is the event funded/approved by NAMS? \_\_\_\_\_

11. Brochure / website address of the event( if available) \_\_\_\_\_

12. Booking details: Booking amount \_\_\_\_\_

Security amount \_\_\_\_\_

Bank details for refund of security money \_\_\_\_\_

\*a copy of cancelled cheque is required

I/We have read and understood the guidelines for booking of the venue and catering and undertake to fully comply with these guidelines. In case of non compliance, booking will be cancelled & security money will be forfeited.

Signature: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature of Head of the Department/Institute \_\_\_\_\_

**Recommended by the Fellow of the Academy:**

Signature & Name of the Fellow : \_\_\_\_\_