



# SHREYAS FOUNDATION

Shreyas Hills, Ambawadi, Ahmedabad – 380 015. www.shreyasfoundation.in  
Tel No. +91-79-2660 1338, 2660 1378, 2660 1588 admin@shreyasfoundation.in

## APPLICATION FORM for the usage of

Shri Rangam		Tulsi Munch		Rangasthal	
Santhagar		Bajarang Maidan		Pushpasar	
Vadalo (Sunday Only)		Skatting Rink		1. Please mark your requirement. 2. A separate form may be filled in for each requirement	

1. Name of the applicant : \_\_\_\_\_  
(Institution / Group / Individual) : \_\_\_\_\_
2. Name of the Coordinator : \_\_\_\_\_
3. Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
4. Contact nos. – Office : \_\_\_\_\_  
Mobile : \_\_\_\_\_
5. Details of Function : \_\_\_\_\_  
Purpose of Function : \_\_\_\_\_  
(Please enclose details in case of Drama / performance)
6. Date of Function : \_\_\_\_\_  
Time : From \_\_\_\_\_ To \_\_\_\_\_  
Date for Rehearsal : From \_\_\_\_\_ To \_\_\_\_\_  
Time : From \_\_\_\_\_ To \_\_\_\_\_
7. Information of main Artists : \_\_\_\_\_  
No.of persons accompanying: \_\_\_\_\_
8. Name of Chief Guest : \_\_\_\_\_  
Occupation /Designation : \_\_\_\_\_
9. Number of Invitees : \_\_\_\_\_ Tickets charges, if any Rs. \_\_\_\_\_
10. Name of the Sponsor(s) : \_\_\_\_\_
11. Address : \_\_\_\_\_  
: \_\_\_\_\_

: \_\_\_\_\_

12. Permissions necessary to be obtained by the applicant

a. Police Commissioner, : \_\_\_\_\_

b. Fire Brigade/Safety : \_\_\_\_\_

c. Health Dept. : \_\_\_\_\_

Notes :

- 1) Applicant will make arrangement for Microphone, Light etc as per their requirements.
- 2) Electricity chares will be payable by the applicant according to the meter reading at the end of the function.
- 3) Water supply will be provided as per Shreyas Foundation Rules.
- 4) Service charges and deposit to be paid at Cash Counter of Shreyas.
- 5) No advertisement or banner of sponsor or stall for commercial selling is allowed inside Shreyas Campus.
- 6) Applicant and their participants are bound to observe Shreyas Rules & Regulations.

I agree to observe above rules and regulations, on behalf of \_\_\_\_\_

(Signature of leader of Applicant)

FOR OFFICE USE -----

Receipt No. \_\_\_\_\_ Date \_\_\_\_\_ Amount Rs. \_\_\_\_\_

Prepared by

Admin. Officer



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### RULES AND REGULATIONS

Shri Rangam		Tulsi Munch		Rangasthal	
Santhagar		Bजारंग Maidan		Pushpasar	
Vadalo (Sunday Only)		Skatting Rink		3. Please mark your requirement. 4. A separate form may be filled in for each requirement	

1. Granting permission for usage entirely rests with the Foundation. For the refusal no reasons will be assigned.
2. Application Form will be valid only if it is accompanied by a receipt along with deposit by cheque or cash.
3. A copy of tickets or invitation passes, advertisements, brochures, content of banners etc. regarding the show, should be submitted to the Foundation one week before the show.
4. Government regulations regarding performances have to be observed by the user i.e. timing, loud-speakers necessary permission from concerned authorities etc.
5. Speaking loudly and noise are prohibited. The volume for loud speakers will be hearable in the area reserved for the purpose and not loud enough for adjoining premises.
6. Mimicry, Fashion-show, Commercial film, film based programme film song /dance will not be allowed.  
  
Any programme with sponsorship from cigarettes, bidi, tobacco and alcohol manufacturers will not be permitted.
7. Once the date of the programme has been fixed and the contribution amount and the deposit have been paid, the purpose or dates cannot be changed or transferred.
8. In case of the show being cancelled or postponed, written notice
  - a) a month in advance, 30% shall be deducted from the contribution
  - b) 8 days before the show, 50% of the charges will be forfeited
  - c) within the last 7 days, no charge will be refunded.
9. Timing of all the places are according to the allotted shift timing.
  - a) Night preparation only till 10.00 pm on the day before the show. Extra usage will be charged at Rs.1,000/- per hour.

10. Refund of Deposit will be made within 15 days after the programme. However, if the refundable amount is not paid, the user should apply within one month to the Foundation otherwise the application will not be accepted.
11. The user should meet the electrician of the Foundation in person for the lights and sound equipment a day ahead of the show, and co-ordinate setting up and running the show with him.
12. For coming in and going out of the Campus, the main Gate of the Foundation is only to be used.
13. Prescribed number of persons by the user will only be admitted.
14. The user will remain within the limits of the premises given for use and will not enter or move in other areas.
15. It is prohibited to capture animals, pluck or touch flowers and plants on the Foundation's Campus.
16. Smoking, Pan Masala, Drugs and Alcohol are strictly prohibited on the premises.
17. Eatables and beverages are not allowed in auditorium.  
Eatables and beverages may be taken at appointed place.  
Eatables and beverages may not be prepared on the premises without prior written permission.
18. It will be the sole responsibility of the user to safeguard their /own belongings. If necessary the users should engage a reliable person for the same. In case of any loss or damage, the Foundation will not be held responsible.
19. Nobody will be allowed to stay overnight except person or persons permitted to do so in writing.
20. Security service has to be hired by the user from external agencies recommended by the Foundation.
21. User will make own arrangements for sound, lights etc.
  - Light and Sound equipment has to be hired from external agencies.
  - The charge for light and sound agencies has to be paid directly to the agency by the user.
22. User may engage only through Shreyas:
  - (a) Helper for Toilet
  - (b) Electrician/Helper
  - (c) Security GuardsThe charges for these persons will be payable by the user in advance
23. Chairs and floor spreads are not provided by the Foundation. However, if required the user has to arrange for the same.
24. The Foundation telephone facility is not available to the user

25. The users should check premises-fittings, fans, furniture, equipment etc. with the theatre P.R.O. before taking charge of the premises and after the show is over. It should be counter signed by the user and the Foundation's P.R.O.
- a) No nails or colour will be added
  - b) Damage if any, shall be paid by the user. The assessment of value of damage will rest entirely with the decision of the Foundation
  - c) After show the premises will be cleaned up and returned to the Foundation. Otherwise an amount for cleaning fixed by the Foundation will be deducted.
26. On the completion of the programme, winding up will be done within shift timing provided. For delay extra service charge will be levied for every extra hour.
27. A Gate Pass is to be taken by the user for removing their materials from the premise.
28. P.R.O. as well as the staff are responsible for safeguarding the interests of the Foundation and they can enter into the premises, stop the programme and take the possession of the premises or any part of premises at their discretion.
29. Breaking the rules is liable to result in retention of the deposit or more depending on the rules broken at the discretion of Foundation.
30. In case of failure of electricity-water supply and any natural calamity, the Foundation is not responsible and will not be made responsible.

The Foundation has the power to change Rules and Regulations from time to time.

I agree to abide by these Rules and Regulations

Name of the Signatory \_\_\_\_\_

Designation: \_\_\_\_\_

Signature of user  
With Seal of Company

Date :