

From:

Date:

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To  
The Administrator,  
Sardar Patel Trust,  
Karamsad

Sub: Application for the use of Auditorium for our Program.

Dear Sir,

This is to request to permit us to use the "Auditorium" of Sardar Patel and Veer Vithalbhai Patel Memorial at Karamsad.

We have gone through the Rules & Regulations of the Trust and we assure you that we shall strictly follow the same while using of the Auditorium for our Programme.

We will take special care of the permanent exhibition displayed in the Memorial, of our two great leaders: Sardar Vallabhbhai Patel and Veer Vithalbhai Patel. We will also maintain cleanliness in and around the Memorial.

We are enclosing herewith the Application Form duly filled in and signed by us for the same.

Thanking you,

Yours faithfully,

Signature with Rubber Stamp



**SARDAR PATEL TRUST - KARAMSAD**

**APPLICATION FOR THE USE OF AUDITORIUM**

1. Name of the Institution and full Address :
2. Name of the Applicant :  
Designation :  
Telephone / Mobile Numbers : **Office:**  
**Residence:**
3. Details of Programme :
4. Approximate number of Invitees for Programme :
5. Date of Programme (Date/Month/Year) :
6. Time for Programme and Utilization of Auditorium Hall : **From** \_\_\_\_\_ **AM / PM**  
**To** \_\_\_\_\_ **AM / PM**  
**Total Hours of use:** \_\_\_\_\_
7. Would you like to use the Air Conditioners installed in the Auditorium Hall?  
(If "YES" Maintenance Charges as applicable) : **YES / NO**
8. Good quality Sound System is installed by Trust, with attendant to operate it, which shall be used by you for the programme (Details as per Annexure) } **Agreed**
10. Are you arranging Tea / Coffee / Snacks / Lunch / Dinner during the Programme? : **YES / NO**
  - For this, you have to make your own-arrangement in the backside corner of the Memorial lawns specified by the Trust
  - You have to pay charges, as applicable, towards Lawn Maintenance, i.e. wear & tear, cleaning etc. of the Lawn} **Agreed**
11. Any other details / information you wish to inform us, in connection with your Programme at the Memorial :

Annexure for charges



SARDAR PATEL TRUST – KARAMSAD

**Service Charges for Providing Auditorium  
(With effect from 01.05.2022)  
(Capacity: 500 Seats)**

	<u>Particulars</u>	<u>Amount Rs.</u>
	Auditorium charges per hour:	2,500/-
Plus 1.	<u>Electricity charges</u> (per unit of consumption)	10/-
Plus 2.	<u>Sound System Charges (upto 5 hours):</u>	3,000/-
	• For every hour or part thereof after 5 hours	700/-
	(Line Array Speakers: 4 Nos. / Sub Woofer: 2 Nos. / 8 Channel Mixer: 1 No. / Cordless Microphones: 2 Nos. / Podium Microphone: 1 No. / Wired Microphones : 3 Nos.)	
Plus 3.	<u>Housekeeping</u> (per Programme)	1,000/-
Plus 4.	<u>A/c Maintenance charges</u> (per Programme)	1,500/-
Plus 5.	<u>Lawn Maintenance charges</u> (If lunch / dinner / snacks arrangements are made)	2,500/-
Plus 6.	<u>Security charges</u> (per security) (Only if additional security is required)	500/-
Plus 7.	<u>Diesel Generator Charges</u> (Only if used in case of electricity failure) Per Hour of actual usage (Minimum 30 minutes)	2,500/-

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**1. Application accepted with advance payment of appropriate deposit only**

**2.** Payment is to be made through Cash / D.D. / Cheque in favour of “Sardar Patel Trust”, payable at Karamsad, Gujarat.

**3.** RTGS Code for Electronic transfer is IFSC Code: **UBIN0904651**

**4.** Union Bank, Vallabh Vidyanagar SB A/c No. **520101020305180**

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## **SARDAR VALLABHBHAI PATEL & VEER VITHALBHAI PATEL MEMORIAL, KARAMSAD**

### **TERMS AND CONDITIONS TO USE MEMORIAL AUDITORIUM**

1. **The Memorial:** The Sardar Patel Memorial is spread over seven acres of land. There is an Auditorium with an amphitheatre type of seating arrangement for 500 people, covered by corridor all around. In the corridor, there is a photo gallery having paintings, banners and photographs depicting events from the lives of the two great patriots: Sardar Vallabhbhai Patel and Veer Vithalbai Patel. A high quality landscaping with lush green lawns and gardens are maintained all around the Memorial, which is managed by the Sardar Patel Trust.
2. **Use of Auditorium:** Programmes and events related to Individual, Social, Cultural or National Importance, Corporate and Organizational events can be organized in the auditorium. However, the auditorium will not be permitted for political gathering, religious ceremonies and commercial activities. Programmes with loud music and inappropriate dressing are strictly prohibited.
3. **Application Procedure:** The applicant should submit an application in the prescribed format to the Trust, furnishing the details of the requirements in advance (at least 15 days prior to the programme). Brief description of the programme / event is to be attached in a separate sheet along with the application. Each application for use of the Auditorium should be accompanied by cash / demand draft / cheque of appropriate amount as security deposit. In case of auditorium is not available due to reasons beyond control of Sardar Patel Trust, the cash / DD / cheque would be returned to the applicant. Once permission is granted, the security deposit would stand forfeited. Change of date and time of the programme may be entertained by the Trust subject to availability of the auditorium.

### **Amount of Deposit will be:**

- For 1 hour : Rs. 10,000/-
- For 2 hours : Rs. 15,000/-
- For 3 hours : Rs. 20,000/-
- Upto 5 hours : Rs. 25,000/-
- More than 5 hours : Rs. 30,000/-

4. **Structure of Charges:** The same is attached as Annexure.
5. **Recovery of Damages:** If any damage is done to the properties, assets, building, furniture, fixture, fittings, painting, electrical and other equipments, etc. during the programme, charges for the same shall be recovered from the security deposit, paid by the applicant. The cost of damages shall be jointly inspected and decided by the Trust and the applicant for recovery.

6. **Cancellation of Permission:** Sardar Patel Memorial Trust may cancel the permission already granted to any applicant in unforeseen circumstances beyond the control of the Trust. In such case, the deposit shall be refunded without interest thereon. The applicant shall not be entitled to claim any damages or compensation whatsoever by reason of such cancellation. The permission may be cancelled in the following circumstances also:
  - a) The applicant booking the auditorium has handed over the programme to any event organizer or third party.
  - b) The applicant has made false statement concerning the scope and object of the meeting/event in the application form.
  
7. **Failure of Service:** The auditorium is equipped with a stage, sound & light equipments, air-conditioning, etc. for efficient services. Also, a standby Diesel Generator set can be used in case of power failure, for which separate charges will have to be paid. While every effort shall be made to maintain the services in order, Sardar Patel Trust shall not be responsible for any failure, breakdown or curtailment of services thereof due to unforeseen circumstances. **Applicant is requested to verify the proper functioning of all such equipments, before starting the programme, to avoid confusion and awkward situation.**
  
8. **Conduct of Programme:** The programme conducted by the applicant shall be orderly, entirely lawful and strictly within the scope of objects for which the use of the auditorium is permitted. The auditorium has a seating capacity of 500, for use of which the permission is granted. Visitors are to keep their shoes at the shoe rack provided by the Memorial. They should not spoil or disfigure the auditorium nor displace the furniture or other articles from their original positions. Spitting, smoking, using tobacco, committing irritant act of any kind is strictly prohibited. The applicant has to ensure the maintenance of sanctity of the Memorial and the high standard of the garden, lawn and its surrounding. The visitors shall also take care of permanent exhibition displayed at the corridor the Memorial. Stall creation, loud speakers and playing of music of any kind is not permitted.
  
9. **Catering during the programme:** Tea, coffee, cold drinks, snacks or any other foods items shall not be allowed to be taken inside the auditorium, in the gallery and the corridor. However, only packed food materials can be served at the designed place of the Memorial. Cooking and heating of food in the Memorial premises is forbidden. Caterers are to be instructed to bring only pre-cooked food in memorial premises. Memorial has provision of drinking water for the organizers.
  
10. **Legal obligations:** The applicant shall observe all rules and regulations in force, as issued by the Municipal and / or any other authority. No programme shall be allowed in the auditorium which involves infringement of copy right of any individual or institution and violation of rules and regulations framed by Govt. and / or any other authority.
  
11. **Security of the Auditorium:** The Memorial has employed personnel for security coverage. However, special additional security requirements shall have to be arranged by the application at their own cost. The arrangement of additional security deployment is to be carried out with the approval of the Trust. The applicant should co-operate with the security persons employed by the Trust for checking of persons, materials etc. while entry and exit.

12. **Fire Precautions:** Under no circumstances, candle, lamp ('diya'), incense sticks, cigarette, lighter or any such inflammable material will be allowed inside the auditorium premises, even if it is a part of any event. However, one lighting lamp would be allowed on the stage for inaugural purpose only. Utmost care has to be taken to avoid unwanted fire instances inside the Memorial.
13. **Insurance cover:** The applicant shall make their own arrangements for the insurances cover for all types of risks for their own and third party properties and life, on receipt of Permission to use the Memorial. A copy of insurance policy is to be submitted in the Memorial office, before commencement of the programme. The Memorial does not accept any responsibility for any loss or damages to the property and lives in whatsoever manner, towards him / them and / or third parties.
14. **Gate Pass:** The Material brought by the applicant (if any) for the programme can be taken out with valid gate pass issued by the Trust officials. The applicant should ensure that all dues of the Memorial have been paid and clearance certificate obtained from the authorized officer.
15. **Parking Facility:** Parking will be permitted at the designated place for the Visitors.
16. **Interpretation:** The decision of Sardar Patel Trust as regards to interpretation, relaxation of the rules and regulations shall be final and binding on the applicant. In case of any disputes between the Trust and the party, the same shall be referred to Anand Jurisdiction only, whose decision shall binding and final to both the parties.

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**I / We have read and understood the above rules and regulations and abide myself / ourselves for the strict adherence thereof.**

Applicant's Signature with Rubber Stamp