



**VISVA-BHARATI  
ESTATE OFFICE**



**REQUISITION FORM FOR BOOKING OF LIPIKA AUDITORIUM / NATYAGHAR**

1. Name and address of the requiring body (Bhavana / \_\_\_\_\_  
Department/Organization etc.) \_\_\_\_\_

2. Name, mobile no & email \_\_\_\_\_  
of the contact person \_\_\_\_\_

3. Date of Booking:- From \_\_\_\_\_ to \_\_\_\_\_

4. Duration of Booking:- From \_\_\_\_\_ hrs to \_\_\_\_\_ hrs

5. Purpose of Booking:- \_\_\_\_\_

Details of the proposer

6. Signature of Proposer \*  
(Head / Principal / PI / Secretary etc)  
\*(Proposer shall be an employee of Visva-Bharati)

Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Mobile No \_\_\_\_\_  
Email \_\_\_\_\_

**FOR OFFICE USE ONLY**

7. Booking Recommended / Not recommended:-

8. User charges payable for above duration (in Rs.): - \_\_\_\_\_  
(See overleaf for details of user charges, caution money etc.)

\_\_\_\_\_  
OA / JE / SO

\_\_\_\_\_  
Joint Registrar (Estate)

Remarks

\_\_\_\_\_  
**Director, Culture & Cultural Relations /  
Vice- Chancellor**

Copy to:-

1. Director, Rabindra Bhavana
2. Accounts Officer, VB
3. Chief Security Officer / Security Officer
4. P / A to Registrar
5. Agency for Natyaghar / Lipika

# **VISVA-BHARATI**

## **SCALE OF USER CHARGES OF LIPIKA AUDITORIUM**



Sl. No.	Particulars	University Bhavanas, Centres, Departments					Other Organizations (only Academic Programmes)
		Academic Programmes (Seminar, Conference, workshop etc)			Cultural Programmes organized by Bhavanas, Department and Associations of the University	Students Programme organized by Students bodies (Except Navin Baran, farewell programme etc)	
		Science, Agricultural Science, etc		Other than Science			
		Externally funded (by DST, UGC etc)	Internally funded (by the University)				
1	Up to four hours	10,000.00	6,000.00	3,000.00	3,000.00	2,000.00	10,000.00
2	Up to eight hours	20,000.00	10,000.00	5,000.00	5,000.00	3,500.00	20,000.00

## **SCALE OF USER CHARGES OF NATYAGHAR**

Sl. No.	Particulars	University Bhavanas, Centres, Departments					Other Organizations (only Academic Programmes)
		Academic Programmes (Seminar, Conference, workshop etc)			Cultural Programmes organized by Bhavanas, Department and Associations of the University	Students Programme organized by Students bodies (Except Navin Baran, farewell programme etc)	
		Science, Agricultural Science, etc		Other than Science			
		Externally funded (by DST, UGC etc)	Internally funded (by the University)				
1	Up to four hours	7,500.00	4,000.00	3,000.00	3,000.00	2,000.00	7,500.00
2	Up to eight hours	15,000.00	7,500.00	5,000.00	5,000.00	3,500.00	15,000.00

Note:-

### **Refundable Caution Money: -**

Other organizations shall pay (in DD / Pay Order in favour of Accounts Officer, Visva Bharati, payable at Santiniketan) an additional amount at the rate of 25 percent of the user charges as caution money deposit which will be refunded within 7 working days from date of hand over of the premises to the Visva Bharati. Any damage caused by the permitted users to the furniture and fitting of the premises shall be recovered from the Caution Money Deposit. And if the amount of damage caused is more than the Caution Money Deposit then the balance amount shall be borne by the permitted users.

 27/9/14  
**Joint Registrar**  
**Estate Office**  
**Visva-Bharati**



## Terms & conditions for use of Natyaghar & Lipika auditorium

1. "Premises" in this terms and conditions shall mean the Natyaghar and Lipika.
2. User Charges include maintenance costs, electricity bill, Govt taxes and duties (if applicable) etc.
3. User Charge will not be applicable for University's common functions and festivals like Anandabazar, Sarodtsava, Vasantotsava etc.
4. The premises cannot be used for any purpose other than for which it has been permitted.
5. The premises cannot be sublet / assign to any other person or body by the permitted user.
6. Monetary Value of any damage caused by the permitted user to any furniture and fitting of the premises shall be recovered from such user. In addition, such user may be debarred from using the premises in future.
7. In no case, any political party, club, commercial organization etc shall be permitted to use such premises.
8. Other organization will mean recognized School, College, University, Gov't organization, Santiniketan Trust, recognized Associations / Trusts / Committees associated with Visva- Bharati etc.
9. The user shall ensure sanctity and cleanliness of the premises shall also observe pollution norms like sound limit, waste disposal etc.
10. Use of alcoholic drinks, narcotic drugs, khaini, gutka etc. are strictly prohibited within the premises. Any person found using such items will be spot fined with an amount of Rs 500.00 (Rupees five hundred only). In addition, such person may be asked to clean up the premises and or bear the cost of cleaning / mopping etc.
11. Display of commercial advertisements (like signboard, poster, banner etc.) shall not be normally permitted. Banners, posts showing sponsorship can be used only within the permitted area.

However, such permission will not be given beyond the boundary wall/fencing of the said premises.

12. Cooking, littering, dining inside the premises shall be strictly prohibited. Only precooked food items can be served in designated places ensuring complete cleanliness and hygiene.
13. The user shall ensure that antisocial elements , drunken persons etc. do not enter into the premises during the programme and shall also report at once to the Watch & Ward, V.B. any disturbance or anti-social activity.
14. Parking of cars and two-wheelers is not guaranteed. Only a limited number of cars/two-wheelers belonging to VIPs/ organizations can be parked in a disciplined way inside or adjacent to the fenced premises adjacent to Lipika Auditorium or Natyaghar. Others cars/two-wheelers shall be parked at designated parking areas of the University against parking fees if required.
15. No ticket/entry passes shall be sold against money for entering into Natyaghar and / Lipika Auditorium for any programme organized by the permitted users.

### # Process of use:-

1. Application in the prescribed Form shall be addressed to the Director, Culture & Cultural Relations and submitted at Estate Office V.B.
2. Estate Office after proper scrutiny, shall forward the application to the Director, Culture & Cultural Relations with necessary comments or recommendations.
3. The Director, Culture & Cultural Relations may accept or reject the application and send back to Estate Office.
4. On approval of the Director, Estate Office shall fill up the relevant portions of the Form showing description of the user, charges, deposit of caution money etc and send it to the Accounts Office in duplicate.
5. Estate Office shall issue instruction to the person or agency entrusted with the upkeep & maintenance of Lipika Auditorium & Natyaghar.
6. To make the process effective, the up-keep /maintenance contract for the premises shall be managed by Estate Office.
7. Since up-keep /maintenance of the premises will heavily involve maintenance of sound system, electrical devices, general cleaning and gardening also, there may be a 5- member committee to deal with up-keep /maintenance issues of the premise. The same committee will act as Tender/Purchase committee related to the premises.
8. The aforesaid committee may include (1) Ashok Mukherjee, AE(Elec.) (2) Ansuman Biswas, AE(W /S) (3) One faculty member/technical member from Sangit-Bhavana (4) A.R(Accounts),Santiniketan (5) Subrata Paul, Jr. Engineer, Estate Office.

  
Joint Registrar  
Estate Office  
Visva-Bharati