

SITRA Auditorium – now open to all

Suitable for Conferences, Corporate meetings, School and College functions and personal family functions.

Capacity: 500 fixed seats

Fully Air-conditioned echo free hall

37' x17'x4' stage and two side rooms inter connected back stage

Ample space for car parking and for other food arrangement.

Rent Tariff

Full Day Rent

Hall rent per day ₹25,000/-

Service charges ₹ 7,500/-

Total ₹ 32,500/-

*Plus Electrical charges @ ₹ 29/-unit on actual meter reading.

Plus GST @18% only for rent

Half Day Rent

Hall rent per half a day ₹ 20,000/-

Service charges ₹ 4,500/-

Total ₹ 24,500/-

*Plus Electrical charges @ ₹ 29/-unit on actual meter reading.

Plus GST @18% only for rent

Empty Space charge @ ₹ 3/- per square feet per day for other arrangements Plus GST @18%
(Vehicle parking is not charged)

Rent for Usage of hall for

Rehearsals Non A/C@ ₹ 1000/hour

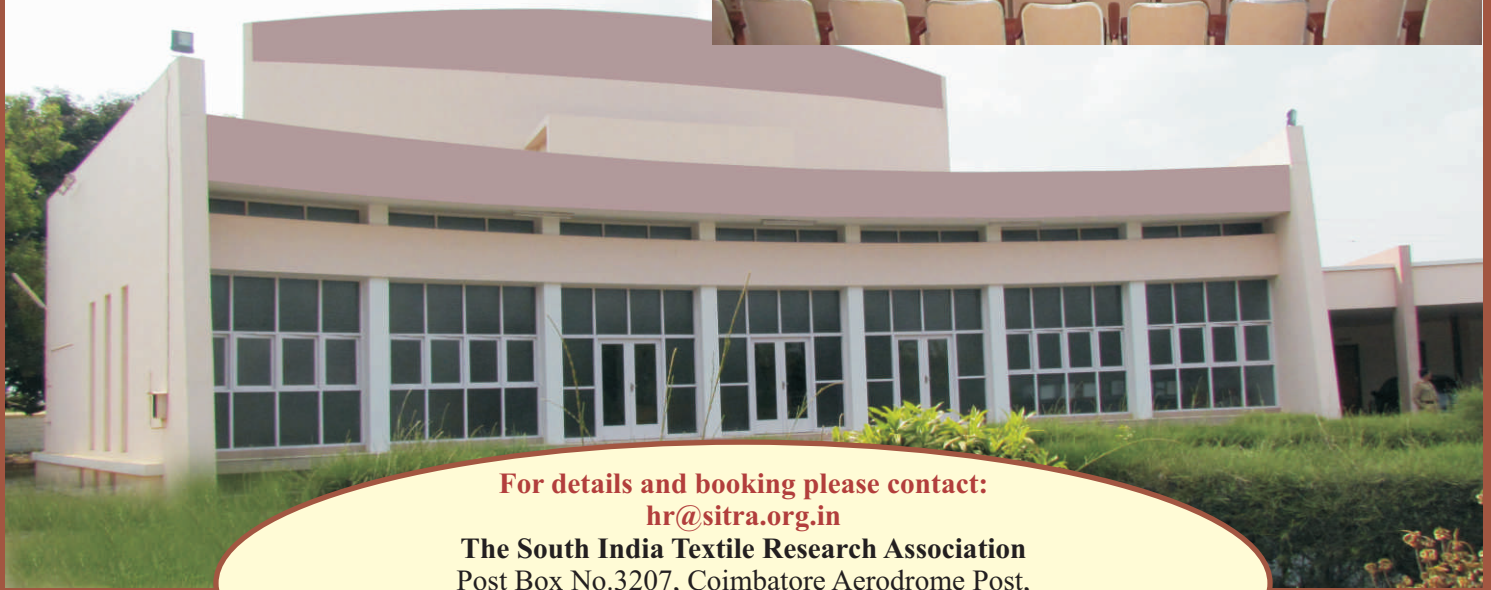
A/C@ ₹ 2000/hour

*Plus Electrical charges @ ₹ 29/-unit on actual meter reading.

Plus GST @18%



**Only uninterrupted generator power will be supplied*



**For details and booking please contact:
hr@sitra.org.in**

The South India Textile Research Association
Post Box No.3207, Coimbatore Aerodrome Post,
Coimbatore – 641 014,

Phone: 0422-4215333, 2574367-9, Fax: 0422-4215300, 2571896

E-mail: hr@sitra.org.in

**THE SOUTH INDIA TEXTILE RESEARCH ASSOCIATION
COIMBATORE-14.**

**Rules and Regulations for renting of SITRA
Auditorium**

1) The SITRA A/C auditorium, with capacity to seat around 500 people, is available to public on rental basis. The Auditorium is situated within SITRA's campus, with a wide stage measuring 37' x 17', additional space in the foyer for displays and recess gatherings, floor area outside the auditorium for erecting pandals, shamiana, etc., and ample space for car and two-wheeler parking.

Revised Tariff with effect from 15th June 2018

2) Following will be the charges for hiring the auditorium:

a) Full day's rent (9 am to 5.00 pm)	- Rs. 25,000/-
Service charges	- Rs. 7,500/-
Total	- Rs. 32,500/-
Plus GST @ 18%	
b) Half-a- day's rent (9.00 am to 3.00 pm or 3.00 pm to 9.00 pm)	- Rs.20,000/-
Service charges	- Rs. 4,500/-
Total	- Rs. 24,500/-
Plus GST @ 18%	
c) Open space charges (per sq.ft) (for erecting Pandal, Shamiana, etc.)	- Rs. 3/-
d) Electricity charges per unit (non-EB, dedicated Genset line) Plus GST @ 18%	- Rs.29/-
e) Rent for using auditorium for purposes like decorations, rehearsals, etc. (per hour)	
i) With A/c	Rs. 2000/-
ii) Without A/c	Rs.1,000/-

3) Users shall pay an advance amount of Rs. 55,000/- and Rs.46, 000/- for a full day rent and for a half a day rent respectively. The other charges levied as per the rules enumerated above, should be settled within the next working day of SITRA.

4) Users must designate one or two of their responsible officials who can interact with the authorized staff of SITRA on matters regarding renting the auditorium.

- 5) Users are requested to confine their activity within the designated areas in the vicinity of the auditorium only. They will have **no access** to SITRA's buildings.
- 6) Parking of vehicles should be confined to the designated places and users **shall not use** the parking areas earmarked for SITRA staff.
- 7) Power supply provided is to be used only for the permitted lights inside the auditorium and use of AV system on the stage. Any additional decorative lightings or displays, either on the stage or outside, may be done by user by using his own Genset arrangement (subject to prior approval from SITRA).
- 8) Users will have to make their own arrangements for mikes, amplifiers and other AV systems.
- 9) Air conditioning shall be switched on a couple of minutes before the designated time of commencement of hire period and shall remain on till the designated time of close of hire period. In case of any repair or failure of the A/C plant during the rental period, no deductions on the rentals will be entertained.

Displays

- 10) Banners and posters at the foyer and flag posts, arches and banners outside can be fixed only at the designated places, with prior permission from SITRA.
- 11) Nailing on walls, ceiling and floor, alteration/modification of existing fixtures and fittings are strictly not allowed.
- 12) All temporary sheds, stage arrangements and display items like banners, posters, etc., should be removed by the users before the next working day of SITRA. Failure to do so shall attract a penalty of Rs.2000/- per day.

Special Instructions:

- 13) Cigarette smoking, bursting of crackers, use of alcoholic drinks or use of any banned substances is strictly prohibited within the campus of SITRA.
- 14) Users are strictly prohibited from taking eatables and beverages inside the Auditorium.
- 15) Use of public address system like loud-speaker, megaphone etc., outside the auditorium, either for making announcement or promotional activities, is prohibited.
- 16) Display of political party flags/symbols/logos etc., is strictly prohibited
- 17) Users will have to obtain prior permission in writing for carrying out any decorative/ art work on the floor or displaying wall hangings inside the auditorium or its foyer.
- 18) If cooking and serving of food is done in the temporary shed, all the food waste and throwaways should be removed by the user, immediately after the function.
- 19) Any damage to existing fixtures, fittings, carpets, flower pots, etc., shall be deducted from the Advance amount and the users shall be liable to pay the excess amount, arising out of such damages if any, during the settlement of their dues

Safety Measures:

- 20) Erection of Pandal or any such enclosures will be permitted only subject to production of Safety Certificates required under local Laws. Users shall take utmost care to ensure that all the safety measures are being adhered to and shall be deemed responsible for any unprecedented eventuality.
- 21) Use of materials/articles/gadgets which are highly inflammable or emitting smoke or noxious/toxic fumes or gases is strictly prohibited.

Postponement / Cancellation:

- 22) Postponement of the reserved date will be allowed subject to availability of the auditorium on the requested date.
- 23) Request for refund due to a) cancellation of a event or b) unavailability of the auditorium on a postponed date, shall attract a deduction of 25% of the booking charges.

Note:

All the payments must be made through RTGS/NEFT/Cheque or Demand Draft to the following Account.

**HDFC BANK ACCOUNT
DETAILS**

Company Name	:	The South India Textile Research Association
Address	:	Post Box No.3205, Civil Aerodrome Post Coimbatore - 641 014.
Bank Name	:	HDFC Bank Ltd
Bank Address	:	Kalapatty Main Road, Civil Aerodrome Post, Coimbatore - 641 014.
Bank Account No	:	50100171403281
Nature of A/c	:	Savings
Bank Account(SB) IFSC/RTGS code:	:	HDFC0001068
Swift Code	:	HDFCINBBCHE.

Place: Coimbatore
Date : 15 Jun.2018

R. SIVARAM
Head - HR

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