



Indian Institute of Technology Bombay

Rules for Venue Booking

VMCC, LHC, P. C. Saxena Auditorium, Convocation Hall & Foyer

1. No cooking or heating of food arrangements are permitted in the academic area of the Institute.
2. No food, drinking, or eating is allowed inside the hall.
3. The practice of lighting lamps or engaging in any other fire-related activities is not permitted during functions in the above venues.
4. No nails or stickers are allowed to be punched or pasted on any walls.
5. The hall should be strictly opened and closed as per the booking hours.
6. Floor painting and /or Rangoli are not allowed inside the hall.
7. Flower pots are not allowed inside the hall.
8. Users will be held responsible for any misuse of accessories in the above venues.
9. Sticking or pasting posters or using tapes on the floor, walls, or pillars is prohibited within the complex. If found, a penalty of **Rs. 5000/-** will be strictly imposed by order.
10. For details regarding the booking of venues, charges, etc., users can contact the **Venue Booking Section** of the Estate Office, **Shri. Deepak Malode, Mobile: 9769535686 & Intercom: -7984/2808.**
11. Users are requested to contact **Shri. Sidhyesh A. Ramugade**, Technical Superintendent (Site In-Charge), **Mobile: 9930095430 & Intercom: 2809, Email: sidhyeshar@iitb.ac.in**, to make the above venues available as per the booking made by the Estate Office.

Victor Menezes Convention Centre (VMCC)

Rules regarding cost

Facility	Floor	Number of Spaces	Capacity (in Persons)	Unit Rental Charge* (Rs per half day)	Unit Rental Charge* (Rs. per day)
Cafeteria	Ground	1	674 sq.m	3000	5000
Foyer Area	Ground	1	765 sq.m	3000	5000
Seminar Rooms	Ground	5	70 Seater	3000	5000
Main Auditorium	First	1	389 seater	15000	20000
Foyer	First	1	700 m	3000	5000
Seminar Rooms	First	5	70 seater	3000	5000
Terrace above Auditorium	Second	1	650 sq.m	2000	3000
Lecture Hall	Second	3	150 seater	5000	8000
Foyer	Second	1	505 sq.m	1500	3000
Foyer	Third	1	553 sq.m	1500	3000
Lecture Hall	Third	3	150 seater	5000	8000
Conference Room	Fourth	1	111 sq.m	5000	8000
Board Room	Fourth	1		5000	8000
Terrace	Fifth	1		1500	2500

**The rates shown are indicative (Effective since 24th August 2022). Please contact the booking office (below) to find the latest rates.*

The Institute also has a large auditorium (Convocation Hall) with a seating capacity of 1400. The rental for the Convocation Hall follows:

1. Convocation Hall charge Rs. 20000 (with AV) + AC charges Rs. 2000 per hours. (Half-day)
2. Convocataion Hall charge Rs. 25000 (with AV) + AC charge Rs. 2000 per hours. (Full-day)

For booking contact Mr Deepak Malode, Phone number: 7984 and 2808.

Kshitij Lawn

1. Playing music is not allowed.
2. If cleanliness is not maintained in the lawn, an amount of **Rs. 5,000/-** will be deducted from the security deposit.
3. Users should contact the EMD Section for an electricity connection, and the electricity charges based on consumption will be deducted from the security deposit.
4. For details regarding the booking of venues, charges, etc., users can contact the **Venue Booking Section** of the Estate Office, **Shri. Deepak Malode, Mobile: 9769535686 & Intercom: -7984/2808.**

Guest House Lawn

1. Banjo is not allowed inside or outside of the Guest House Lawn.
2. Alcohol should not be served inside the lawn.
3. Cooking is allowed only on the North-East corner of the lawn or in the lawn of the old Director's bungalow, as mentioned in the Estate Circular dated 22/09/2008.
4. Fireworks are not allowed. Playing music at a **low noise-level** is allowed only between **6 a.m. and 10 p.m.**, violation of which result in penalty of **Rs. 5000/-**.
5. No inconvenience should be caused to the occupants of Type-B, Building No.1 due to the function.
6. If cleanliness is not maintained in the lawn, an amount of **Rs. 5,000/-** will be deducted from the security deposit.
7. During the program/function, the entrance from the main road to the lawn is required to be kept closed.
8. Users should contact the EMD Section for an electricity connection, and the electricity charges based on consumption will be deducted from the security deposit.
9. Generator is only allowed in front of Gulmohar within the closed gate and not on the main road.
10. The use of the venue is permitted strictly for the function of the employee and their dependents as per the service record.
11. The venue shall be used only for the purpose requested in the booking form.
12. If the booked venue is used for any other purpose or by anybody other than the user and their dependents (as per service record), it is liable for punishment.
13. For details regarding the booking of venues, charges, etc., users can contact the **Venue Booking Section** of the Estate Office, **Shri. Deepak Malode, Mobile: 9769535686 & Intercom: -7984/2808.**

Gulmohar Hall (3rd floor) & Gulmohar Terrace

1. The use of loudspeakers/banjo inside or outside the above venue is not allowed.
2. No nails or stickers are allowed to be punched or pasted on any walls.
3. Alcohol should not be served inside the hall.
4. Cooking is not allowed inside the above venue.
5. Users are not allowed to take any electrical connections other than those provided in the hall.
6. Users must keep all fixtures and fittings of electrical items in good condition. They should also take care of A/C machines, furniture items, and kitchen equipment provided by the Institute in the hall.
7. Users are not permitted to use the venue for functions of their relatives (other than dependents mentioned in the service record) or outsiders.
8. The hall should be cleaned, and the Mandap or decorations should be removed and handed over to the Venue Booking Section (Estate Office) within the given booking time period. Failure to do so will result in a penalty of **Rs. 1000/-** imposed strictly by order.
9. The venue shall be used only for the purpose requested in the booking form.
10. If the booked venue is used for any other purpose or by anybody other than the user and their dependents (as per service record), it is liable for punishment.
11. If catering service is required, it must be arranged through the catering agency operating the Gulmohar 2nd-floor Restaurant, on a payment basis as per the rules.
12. The practice of lighting lamps or engaging in any other fire-related activities is not permitted during functions on the 3rd Floor of Gulmohar Hall.
13. For details regarding the booking of venues, charges, etc., users can contact the **Venue Booking Section** of the Estate Office, **Shri. Deepak Malode, Mobile: 9769535686 & Intercom: -7984/2808.**

Community Halls at Hill side & Lake side area

1. The use of loudspeakers/banjo inside or outside the community halls is not allowed.
2. No nails or stickers are allowed to be punched or pasted on any walls.
3. Playing music at a **low noise-level** is allowed only between **6 a.m. and 10 p.m.**, violation of which result in penalty of **Rs. 5000/-**.
4. Cooking is not allowed inside the community hall.
5. Alcohol should not be served inside the premises.
6. Users are not allowed to take any electrical connections other than those provided in the hall.
7. For an extra electricity connection, users should contact the EMD Section. The electricity charges will be based on consumption.
8. Users will be responsible for the fixtures provided in the hall.
9. The hall should be cleaned, and the Mandap or decorations should be removed and handed over to the Venue Booking Section (Estate Office) within the given booking time period. Failure to do so will result in a penalty of **Rs. 1000/-** imposed strictly by order.
10. Users are not permitted to use the venue for functions of their relatives (other than dependents mentioned in the service record) or outsiders.
11. The venue shall be used only for the purpose requested in the booking form.
12. If the booked venue is used for any other purpose or by anybody other than the user and their dependents (as per service record), it is liable for punishment.
13. For details regarding the booking of venues, charges, etc., users can contact the **Venue Booking Section** of the Estate Office, **Shri. Deepak Malode, Mobile: 9769535686 & Intercom: -7984/2808.**