



**SHER -I- KASHMIR POLICE**

Phone No. 01992-270200  
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**ACADEMY UDHAMPUR**

Website: - [www.jkskpa.org](http://www.jkskpa.org)  
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## **ORDER**

**Subject:-** Guidelines for Booking of Sh. Radha Vinod Raju Memorial Auditorium at S.K. Police Academy Udhampur.

In supersession to all previous orders following guidelines for booking of Sh. Radha Vinod Raju Memorial Auditorium at S.K. Police Academy Udhampur is hereby ordered with immediate effect:-

### **General Rules:**

1. The Auditorium will primarily be booked only for Academic activities such as Lectures, Seminar, Conference, Symposium, workshops, etc. or activities in Public Interest. The function being conducted is non-political, non-religious and without prejudice to any individual or any section of society. Priority for booking of the auditorium will be for SKPAU activities.
2. The Auditorium will not be booked for any political/religious activities, general body meetings, holding of elections of office bearers of societies, convocations, Birth Day / Foundation Day event of any organization /society, etc.
3. There are 550 seats (*400 Lower hall & 150 in balcony*) in the Auditorium. A few seats in the first row of the auditorium are reserved exclusively for the senior officials/observer(s) of the Academy and Organizer or for handicapped and disabled persons/audience.
4. The auditorium will be initially booked only for a single day event during the normal office hours from 10.00 a.m. to 06.00 p.m. and to be vacated within an hour after the culmination of function. This is not applicable for SKPAU activities and other necessities.
5. Children below 10 years of age are allowed with their parents/attendants only in the Auditorium.
6. All reservations will be made on prescribed form only. Verbal/telephonic reservations will not be entertained. SKPAU reserves the rights to refuse booking of the auditorium or to revise the auditorium booking charges at any time without assigning any reason thereof. However, in the case the deposited rent may be refunded or reservation of hall could be fixed for any other convenient date, if desired so by the party.
7. The damage, if any, made to the Auditorium fittings, fixtures, furniture equipments, etc., or any other property of the Auditorium during the course of use, the organizer will be responsible to make such loss by making payment through DD or from the security deposit as may be decided by the SKPAU. The officer incharge of the Auditorium shall be the sole authority for the assessment of the damage.
8. The Academy will not be held responsible for losses/damages of the properties of the hiring organization used in the performance or kept in the auditorium premises or any loss, due to failure of electricity, riot, fire, strike, earthquake, and any other natural or man-made incident.

9. Posters/Banners of publicity will not be allowed to be stuck on any portion of the auditorium but will be allowed at the designated space specified in the auditorium.
10. The organizer will himself responsible for obtaining administrative permission prior to the performance of the event and will be solely responsible for the conduct and organize of the event.
11. No extra lights, earthen lamps, candles, mikes & audio-video equipments will be installed by the organizer without prior permission. Any other facility to be used other than provided will require prior permission from the auditorium in-charge.
12. Smoking, drinking of alcoholic drinks is strictly prohibited in the premises of the academy. The organiser booking the premises shall ensure that the rule is not violated. In case of violation, the security money will be forfeited and legal action will be also taken.
13. For any mis-happening/incident/medical emergencies during the program, the responsibility will be that of the organizer.
14. Organizers are advised to take care of conference material/technical equipments/personal belongings, as SKPAU is not responsible for their safety.
15. In view of the prevailing security environment during the event, organizers of the programme are to nominate designated representatives for indentifying delegates and guests to ensure that only invited persons are allowed to attend the programme.
16. In case the organizer is unable to use the booking venues due to any mechanical/electricity failure or on account of riot/fire/earthquake or an act of war or an act of natural calamity, SKPAU will not be liable for any loss suffered by the booking organization and the organizer will co-operate with the staff of SKPAU.
17. Organizers are requested to avoid making noise inside & outside the meeting venues and strictly adhere to the time slot for which bookings have been made.
18. Organizers are requested to avoid overcrowding in the hall and premises.
19. The organizers have to sign the occupation and vacation reports available with the Academy staff member, while taking over and handing over the venue.
20. Authorized officer / official from SKPAU, may grant exemption from the operation of any of the rules in exceptional cases on merit.

#### Tariff/ Auditorium Booking Charges Rules:

S. No.	Categories	Rates
1.	All GOs of Police Department (Serving / Retired)	• Rent = Rs. 7,000/- (Per Day)
2.	All NGOs / Ors of Police Department (Serving / Retired)	• Rent = Rs. 4,000/- (Per Day)
3.	For Government Department Functions (Other than Police)	• Rent = Rs. 14,000/- Per Day for maximum of 08 hours
4.	For NGOs / School activities in Public Interest	• Rent = Rs. 10,000/- per day for a maximum of 08 hours
5.	For commercial purpose like product advertisement / workshops / promotional events etc.	• Rent = Rs. 33,500/- per day for a maximum of 08 hours
6.	Genset charges	• = Rs. 3000/- per hour (if used)
7.	Electricity charges of colors stage lights and sound system	• = Rs. 200/- per hour
8.	Air Conditioning charges	• = Rs. 1000/- per hour (if used)
9.	Rehearsal Charges / extra use	• 10% of the per day charges per hour
10.	Security deposit (Refundable) for NGOs / Schools	• Rs. 10,000/-

11.	Security Deposit (Refundable) for commercial purpose	• Rs. 20,000/-
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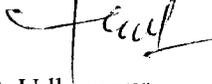
1. All booking reservations for the auditorium will be made on the prescribed form (**Annexure – “A”**) only. Verbal/ telephonic reservations will not be permissible.
2. Only after approval from SKPAU authorities, full booking charges in advance along with the security money (refundable) must be deposited in the Auditorium fund of SKPAU as per guidelines.
3. The organizers are advised to collect confirmation letter of booking of the Auditorium from the concerned office after submitting usual tariff along with security deposit at least 15 days before the programme.
4. Notice for preponement /postponement/cancellation of an event should reach the Academy at least seven days prior to the date of function in writing, failing which booking amount will be forfeited.
5. On the culmination of function / programme in the Auditorium, the allottee shall obtain NOC (*format enclosed as Annexure – B*) from the Auditorium Management Committee.
6. I/C Auditorium shall submit the NOC so obtained from the allottee concerned to this office for the perusal of senior officers and final settlement of payments in this regard.

  
**Director**  
 Sher-I-Kashmir Police Academy,  
 Udhampur.

No. Accts/Auditorium/19/ 100-110/Pau  
 Dated: - 03.01.2020.

**Copy to:-**

1. Assistant Directors (Admn) / (Outdoor) / (Indoor) SKPA Udhampur.
2. Dy. SsP (Admn) / (Outdoor) / (R&D) / (Q) / Admn. Officer, SKPA Udhampur.
3. I/C Auditorium for information and n/a.
4. I/C Server Room SKPAU for information and with the directions to upload the same of official website of SKPA Udhampur.
5. MHC / Notice board for info. and n/a.
6. File for record.

 03/1/2020



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**Application Form for Booking of Sh. Radha Vinod Raju Memorial Auditorium at S.K. Police Academy Udhampur.**

1. Name of Member /Organization \_\_\_\_\_
2. Communication Address \_\_\_\_\_  
\_\_\_\_\_
3. Contact Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Fax No. \_\_\_\_\_
4. Date on which Auditorium required \_\_\_\_\_
5. Timing FROM \_\_\_\_\_ TO \_\_\_\_\_
6. Purpose for which required \_\_\_\_\_
7. Number of Person expected \_\_\_\_\_
8. Name of Chief Guest (if any) \_\_\_\_\_
9. Is the function/event is of:- (nature of function / event is mandatory)
  - i. Police Department.
  - ii. GO's of Police department (Serving / retired)
  - iii. NGO's / Ors of Police Department (Serving / retired)
  - iv. Government Department other than Police.
  - v. NGO's / School activities in public interest.
  - vi. Commercial purpose like product advertisement / workshop / promotional events etc.
10. Have you read the Guidelines/Terms & Conditions o  
Formulated by the SKPA Udhampur (copy enclosed) Yes / No

I/We have read and understood the guidelines for booking of the venues and undertake to fully comply with these guidelines. In case of non compliance, the booking will be cancelled & security money will be forfeited.

**Yours faithfully,**

Signature : \_\_\_\_\_

Name Capital Letters : \_\_\_\_\_

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

Full Address : \_\_\_\_\_

Telephone / Mobile No. \_\_\_\_\_

**To whom it may Concern**

It is certified that there is nothing outstanding against \_\_\_\_\_  
to whom Sh. R.V. Raju Memorial Auditorium was allotted vide SKPA allotment order No.  
\_\_\_\_\_ dated \_\_\_\_\_.

All the fixtures / installations has been checked and found in same condition as at the time of  
giving possession of auditorium to allottee vide above quoted order No. and date except following:-

Detail (to be filled by I/C Auditorium) if any of the fixtures / installations found damaged /  
faulty alongwith financial implication for repair / replacement on culmination of function at  
Auditorium:-

Sig. of I/C Auditorium.

Sig. of Allottee

**(For office use only)**

Received an amount to the tune of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
on account of Auditorium booking charges from \_\_\_\_\_ to whom Sh.  
R.V. Raju Memorial Auditorium was allotted vide SKPA allotment order No. \_\_\_\_\_  
dated \_\_\_\_\_ as per detail mentioned below:-

- A. Rent-----: Rs. \_\_\_\_\_.
- B. Rehearsal charges-----: Rs. \_\_\_\_\_.
- (@10% of per day booking /per hour, if used excluding below mentioned charges)
- i. Stage light charges (@200/ per hour, if used)-----: Rs. \_\_\_\_\_.
- ii. Genset charges (@3000/ per hour, if used) -----: Rs. \_\_\_\_\_.
- iii. Air-conditioning charges (@1000/ per hour, if used)-----: Rs. \_\_\_\_\_.
- iv. Other Misc. charges (if any) -----: Rs. \_\_\_\_\_.

**Grand Total** : Rs. \_\_\_\_\_.

Sig. of Cashier  
SKPA Udhampur

**(For final settlement of payments)**

I, Shri. \_\_\_\_\_ on behalf of  
M/s. \_\_\_\_\_, hereby acknowledge to have received an  
amount to the tune of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as security  
refund from SKPA Udhampur on account of security deposited for booking of Sh. R.V. Raju  
Memorial Auditorium at SKPA Udhampur which is stand allotted in our favour vide SKPA allotment  
order No. \_\_\_\_\_ dated \_\_\_\_\_.

Sig. \_\_\_\_\_  
Name of Recipient