

## **Terms & Conditions – Victoria Public Hall Hall Booking**

By submitting a booking application, the applicant (“User/Organizer”) agrees to the following Terms and Conditions:

### **1. Eligibility & Permitted Use**

- 1.1. Victoria Public Hall may be booked only for **cultural, educational, social, and heritage-aligned programmes**.
- 1.2. Events that are political, religious, private, unlawful, or contrary to public policy are strictly prohibited.
- 1.3. The event conducted must not harm the reputation or public standing of the Greater Chennai Corporation or Victoria Public Hall.

### **2. Booking Procedure**

- 2.1. Applications must be submitted **at least 30 days in advance** with full event details, organiser profile, expected audience size, and technical requirements.
- 2.2. Applications will be reviewed by the VPH Programming and Operations Committee.
- 2.3. Booking is confirmed only after **written approval** and **full payment of rental charges and security deposit**.
- 2.4. Booking approval is **non-transferable** and cannot be assigned to another person or organisation.

### **3. Payments & Security Deposit**

- 3.1. All payments, including rental charges, service charges, taxes, and security deposit, must be made **online only**.
- 3.2. The security deposit will be refunded after the event, subject to inspection and deduction for any damages, excess electricity usage, or violations.
- 3.3. Cancellation by the applicant will not entitle a refund of rental charges, except as specified under GCC rules.

#### **4. Use of Premises**

- 4.1. The Hall shall be used **only for the purpose approved** in the application. Any deviation is prohibited.
- 4.2. No banners, posters, digital displays, political flags, or advertisements may be installed without written permission.
- 4.3. No structural alterations, drilling, fixing, or installation of permanent or semi-permanent fixtures is allowed.
- 4.4. Cooking is not permitted . Food can be served in the lawn.

#### **5. Heritage Protection**

- 5.1. All users must ensure the protection of the heritage structure, furniture, fittings, and artefacts.
- 5.2. Nails, adhesives, stickers, posters, or any material that may damage walls, floors, or fixtures are strictly prohibited.
- 5.3. Any damage or loss will be recovered from the organiser, and additional penalties may apply.

#### **6. Cleanliness & Handover**

- 6.1. The organiser is responsible for cleanliness during and after the event.
- 6.2. All municipal property, furniture, and equipment must be returned in proper condition immediately after the event.
- 6.3. Waste disposal must be done responsibly and only in designated areas.

#### **7. Electricity, Safety & Liability**

- 7.1. Electricity usage beyond the permitted limit will be adjusted against the security deposit.
- 7.2. VPH and the Greater Chennai Corporation are **not responsible** for power failures, loss of personal belongings, or damage to vehicles.
- 7.3. The organiser is responsible for crowd management, safety, and compliance with fire and public safety norms.

#### **8. Cancellation by Authority**

8.1. The Greater Chennai Corporation reserves the right to **cancel or revoke bookings** in cases of emergency, civic necessity, elections, disaster management, administrative requirements or other reasons with or without prior notice.

8.2. In such cases, refunds shall be governed by applicable GCC rules.

## **9. Final Authority**

9.1. The Commissioner, Greater Chennai Corporation, shall be the final authority in all matters relating to booking approval, interpretation of rules, and dispute resolution.

9.2. Submission of an application implies acceptance of all Terms and Conditions stated herein