# Reservation

(a) The party hiring the TAGORE THEATRE AUDITORIUM shall have to submit a written request on its letter Head and also fill the prescribed APPLICATION FORM addressed to the Director, Tagore Theatre Society (Regd). This condition has to be complied even by those 0rganisers which are allotted the Show Day by U.T. Administration/ Haryana Govt.  
  
(b) The prescribed Application Form can be attained from the Assistant Director, Tagore Theatre.  
  
(c) The advance booking period for Tagore Theatre Auditorium is 90 days.  
  
(d) Rehearsals in Tagore Theatre Auditorium cannot be thrown open to the public.  
  
Hire Charges  
  
(i) Each application for booking of Tagore Theatre shall accompany full payment (Rent + Security) at the time of the booking of TAGORE THEATRE AUDITORIUM in Cash or Demand Draft/ Pay Order payable at Chandigarh in favour of TAGORE THEATRE SOCIETY. Tagore Theatre Society is exempted from Income Tax, therefore TDS cannot be deducted from the Rent.  
  
Security Deposit  
  
(i) In addition to the payment of hire charges, the party will also deposit requisite security which shall be refunded (subject to deductions if any on account of damage(s)  to the property of Tagore Theatre Society, extra rent, etc.) on any working day, after two days of show/session. No interest will be paid on the security.  
From the security amount deposited under above clause such sums shall be deducted as are needed to cover any dues, the cost of damage, if any, done to the Building, Furniture, Fittings, Electrical and other apparatus etc. during the use of the same by the party and the balance, if any shall be refunded to the party. The decision of the Director Cultural Afrairs, U.T Administration in these matters shall be final and binding on the party concerned.  
  
(iii) The Security amount of the party will be forfeited in case of any infringement of term & conditions laid down for hiring of TAGORE THEATRE  AUDITORIUM..