

SOUTH ZONE CULTURAL CENTRE, THANJAVUR.

REVISED TARIFF OF MAINTENANCE CHARGES FOR BOOKING OF VARIOUS EVENTS WITH EFFECT FROM 01-08-2025

Prior permission is to be obtained from the office during working hours for
Photography / Videography / Documentation for Saturday, Sunday and Govt. Holidays.

Sl.No.	Particulars	Revised Tariff (Rs.+GST)	
		Individual	Commercial
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01.	Visitors Fees	20	
	i) Adult (2 hours only)		
	ii) Children above 3 to 12 years(2 hours only)	10	
	a. Public School	Free with letter from school	
	b. Govt. School	Free with letter from school	
	iii) Disabled School Children (2 hours only)	Free with letter from school	
02.	Still Camera (2 hours/camera)	500+90 = 590	1000+180= 1180
03.	Video for 2 hours/camera	750+135= 885	2000+360= 2360
	for extra each hour	200+36= 236	700+126= 826
04.	Video Documentary for 2 hours	5000+900 = 5900	
	For extra each hour	1000+180 = 1180	
05.	Cinema/Serial shooting /day (8 A.M. to 6 P.M.)	25000+4500 = 29500	
06.	Indoor Auditorium with Air-condition with sound & light for Shift charges for		
	(i) 9 A.M to 2 P.M	10000+1800 = 11800	
	(ii) 4 P.M to 9 P.M	12000+2160 = 14160	
	(iii) Full day (9 A.M. to 9 P.M.)	20000+3600 = 23600	
	(iv) Rehearsal charges per shift	5000+900 = 5900	
07.	Indoor Auditorium without Air-condition with sound & light for shift charges for		
	(i) 9 A.M to 2 P.M	7500+1350 = 8850	
	(ii) 4 P.M to 9 P.M	9000+1620 = 10620	
	(iii) Full day (9 A.M. to 9 P.M.)	15000+2700 = 17700	
	(iv) Rehearsal charges per shift	4000+720 = 4720	
08.	Open Air Theatre without sound & light for shift charges (140x140Sq.ft)		
	(i) 9 A.M. to 2 P.M.	6000+1080 = 7080	
	(ii) 4 P.M. to 9 P.M.	8000+1440 = 9440	
	(iii) Full day (9 A.M. to 9 P.M.)	12000+2160 = 14160	
	(vi) Rehearsal charges per shift	3000+540 = 3540	
09.	One Craft Stall/day (When Auditorium is booked)	1000+180 = 1180	
10.	One Food Craft Stall/day (When Auditorium is booked)	1500+270 = 1770	
11.	Cleaning Charges	500+90 = 590	
12.	Open Ground for Events/day	25000+4500 = 29500	

**** (In all cases, 50% of total charges should be deposited as Refundable (Caution deposit in advance))**



Administrative Officer,
South Zone Cultural Centre, Thanjavur.

AUDITORIUM RESERVATION GUIDELINES.

Note that all bookings are made subject to your agreement with the following conditions:-

Prior permission is to be obtained from the office during working hours for Photography / Videography / Documentation for Saturday, Sunday and Govt. Holidays.

The premises will be used only for Cultural / Educational purpose and other activities.

Consumption/possession of liquor is prohibited in South Zone Cultural Centre premises.

South Zone Cultural Centre is "No Smoking" zone.

Use/possession of tobacco item is prohibited.

South Zone Cultural Centre is a "No Plastic" zone.

No political Banners/discussions in SZCC premises.

Failure to notify the Office of cancellations may result in forfeiture of future bookings. In case of cancellation, please inform the office at least 48hours in advance by written.

For large events likely to involve spillages, please liaise closely with the Housekeepers to ensure appropriate cleaning arrangements have been made prior to the event.

Users are responsible for keeping the Auditorium tidy, neat and in good condition. No cooking is allowed inside the premises.

The organizers/ requestors shall be responsible to ensure that, after the event, the Auditorium is in the same condition as it was prior to the event. Any materials or garbage that the users brought in should be removed. Failure to restore the Auditorium to such prior condition shall render them liable to the Office for the cost of repair and/or clean up and may result in for feature of future bookings.

Should there be any damage of property or unexpected issues and/or mishaps during the booked time, the organizers/ requestors should report to the Office immediately or no later than the day after use.

All personal belongings must be removed prior to departure so the room is available and ready to organize the next event.

Institution, Departments, Groups and Individuals organizing the function will be responsible for any damage caused to the premises, furniture or equipment or artifacts by its agents, visitors or members of the audience.

The event organizers should not use Logo of SZCC / MOC in their certificate, other advertisement materials Banner / Flex and stage back drop also.

No flex / banners are to be displayed within the premises other than the Auditorium.

Additional lighting & PA system, if required, may be arranged by the booking Agency at their own cost.

In case of cancellation of booking, hereafter the charges are worked out as follows. With reference to date of booking.

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| 1. 20% of maintenance charges | More than 30 days earlier |
| 2. 25% of maintenance charges | 30 to 24 days earlier |
| 3. 30% of maintenance charges | 23 to 16 days earlier |
| 4. 40% of maintenance charges | 15 to 8 days earlier |
| 5. 50% of maintenance charges | 8 to 4 days earlier |
| 6. 75% of maintenance charges | less than 4 days |
| 7. No refund if cancelled before one day. | |

I/We the undersigned do hereby acknowledge that I/ We have read and understood the above terms and conditions of the Auditorium reservation guidelines. I / We understand that the booking may be cancelled if I / we do not comply with these terms.