



भाकृअनुप - भारतीय मूँगफली अनुसंधान संस्थान

गाँव & पोस्ट: इवनगर, इवनगर रोड, जूनागढ, गुजरात पिन-362015

ICAR- Indian Institute of Groundnut Research

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F.no. 9(21)/Estt/2025/ 583

Date: 25.08.2025

OFFICE ORDER

On the recommendation of the committee, the Competent Authority has approved the following rates with conditions for hiring of following below mentioned facilities of the Institutes:

SN	Name of the facility		Rates (in Rs/day)			Sitting Capacity
			ICAR/SA Us	Central Govt, State Govt/ Semi Govt/ Autonomous/PSU/Professional/Scientific Societies	International Organizations/N GOs/Private	
1	Conference hall		Rs 10,000	Rs 12,000	Rs 15,000	50
2	Auditorium		Rs 20,000	Rs 25,000	Rs 30,000	150
3	Guest House Common facility	Lawn	Rs 5000	Rs 7000	Rs 10,000	60
		Dining Area	Rs 3000	Rs 5000	Rs 7000	20
		Combined	Rs 8000	Rs 12,000	Rs 17,000	80
4	Car Parking Shed + Tiled platform area (for food arrangement)		Rs 5000			-

Rent Deposit: Rent may be paid in cash or through online mode.

Security Deposit: 50 percent of the rent for each category in the form of demand draft which shall be returned after completion of the event followed by inspection by the office.

II. Terms & Conditions for Hiring of Property

A. General Booking Terms:

1. Facilities at the IIGR property are provided on an "as is, where is" basis and no additions/alternations or modifications in the existing structures are permitted under any circumstances.
2. The Allotment is valid from 9.00 am to 6:00 pm in the office area and from 9:00 am to 10:00 pm in the guest house plus food area on the allotted dates, unless otherwise extended. Charges shall be levied and payable for the full day. Even if utilized for lesser period. No request for half day or lesser payment shall be considered under any circumstances.
3. In case, any exhibition stalls/ other temporary structures are required to be erected by the Hirer, prior consent of the office shall be required. Such structures should be removed by 9 AM of the next morning, failing which, full day charge for such subsequent day shall be applicable on the Hirer. Also, if erection of such temporary structures requires the venue to be provided a day(s) before the event, full payment for those day(s) shall be applicable, since IIGR shall not be able to utilize its venue(s) for such day(s).
4. Booking shall be deemed confirmed on receipt of full payment only.
5. Request for booking should be submitted at least 30 days prior to the event.
6. Before finalizing any event, availability of the venue should first be confirmed and tentatively got blocked, to avoid any inconvenience.
7. Rates include charges for the venue, electricity (inbuilt appliances), lighting, air-conditioning and the usage of fixed audio and video equipment.

8. Security deposit can be forfeited in case of any damage/loss to the property of IIGR attributable to the applicant.
9. Full payment including rent and security deposit shall be made within 3 days of booking confirmation, otherwise booking will be considered cancelled.
10. The office reserves the right to refuse/cancel the booking of the venue at any point of time, without assigning any reason whatsoever. The intimation for the same however will be made a week before the event. In such case, full refund of the advance shall be made, without levy of any cancellation charges.

B. Cancellation/Postponement/Preponement of the bookings:

1. The hirer may book the property only after completing due diligence from its organization as the rent once submitted will not be refunded under any circumstances.
2. However, one-time rescheduling (Postponement/ Preponement) will be allowed for maximum 45 days subject to availability of the property on the required date(s).
3. No transfer of the booking to any third party will be allowed.

III. Responsibility/Duties of the Hirer:

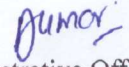
A. Statutory requirements: All necessary licenses and taxes, if any and all statutory requirements, including permission from Police, Traffic, entertainment tax, Indian performing right society (IPRS), phonographic performance limited (PPL), Fire safety/ tender arrangements, at site, additional power requirement/backup, if required, etc. during the period of the event, shall have to be arranged by the organizer itself. Photocopies of all such requirements, shall have to be submitted at least two days before the event to the office.

B. General requirements:

1. Manning of the gates and ushering of guests to their seats. Ensuring strict discipline in the Hall.
2. In case of VVIP movement, requiring issue of passes, it shall be the sole duty of the Hirer to ensure that passes to all the required support staff of the vendors, maintenance agency (CPWD) and requisite officials are issued, failing which IIGR shall not be responsible for shortfall in services, due to non-issue of passes.
3. Posters/banners/publicity materials, etc. will be allowed to be displayed only at specified places provided for this purpose. The hirer will have to take prior permission from Security Officer of IIGR in this regard.
4. The Hirer shall put up the requirement of any special stage setup, etc. to IIGR at least 15 days before the event.
5. IIGR will not be liable for any loss, in case, the Hirer is unable to use the venue and facilities, due to failure of electricity, riot, strike, earthquakes, an act of war or for any other reasons beyond the control of the office.
6. Any addition or amendments to the terms and conditions made by this office from time to time will be binding on the party booking the venue. The decision of the office regarding interpretation of any of the terms and conditions shall be final and binding.
7. The Hirer will be solely responsible for any loss/damage to any property brought for the performance or kept in the venue. In the event of the Hirer bringing in any equipment or items into the venue, they shall be fully responsible for its safety, other legal/ statutory requirements, third party risks, etc. and IIGR stands indemnified against all such risk(s).
8. The hirer shall ensure that all persons brought in by them to carry out any work, fully meets the legal and statutory requirements. The Hirer shall also be responsible for their safety, discipline etc. IIGR stands indemnified for any claim(s) including third party risks which may arise on account of any injury or otherwise.
9. The capacities of various halls are already defined. The Hirer shall ensure that in no case the capacity should be exceeded, either by means of placement of extra chairs or standing. The Hirer shall be fully and solely responsible for the safety of the persons coming for the event.
10. The organizer/ hirer will be fully responsible for the conduct/ behaviour/discipline of the invitee participants/ guests attending the event.

11. The organizer will be fully responsible to adhere with all the fire safety norms. No fire crackers, no fire arms or burning of fire is permitted inside the bricked venues, except lighting of the lamp.
12. No loud speaker will be allowed in the office premises (conference hall and auditorium) and only DJ will be allowed till 9:30 P.M. in the guest house premises.
13. IIGR reserves the rights to cancel the booking without assigning any reasons thereof.
14. In case of any untoward incident resulting into any injury/ casualty/ loss to the property of the guest/ organizer, IIGR will not be held responsible in any manner.
15. In case of any law-and-order legal dispute, the organizer will be fully responsible to settle the same on their own.
16. The entire IIGR premise is a no tobacco zone (smoking and chewing), no alcohol zone and no plastic zone. In addition to this, serving/vending of liquor will not be allowed for organizers in the campus.
17. Carrying of firearms, weapons, inflammable items, etc. within the premises is strictly prohibited.
18. No drinks or eatables are allowed inside the Auditorium(s). In the event of the hirer failing to do so, IIGR can levy an appropriate fine of up to Rs. 10,000/- per day.
19. The hirer will ensure strict compliance of all the above terms and conditions. This office reserves the right to stop suspend the event in case of violation of any of the terms and conditions without refund of any advance and also to levy appropriate penalty/ damage charges.

This issues with the approval of the Director, ICAR-IIGR.


Administrative Officer

Copy to:

1. All Staff of ICAR-IIGR
2. Director cell
3. All Notice Board
4. Aris cell for uploading on IIGR website

प्रशासनिक अधिकारी
भारतीय कृषि अनुसंधान संस्थान - भारतीय मूंगफली अनुसंधान संस्थान
इंदौर, मध्य प्रदेश, गुजरात