

No.A-11011/1/2015-Gen.I
Films Division
Ministry of Information & Broadcasting
Government of India

24-Gr.G.Deshmukh Marg,Mumbai:-400026
Dated 26th June,2015

C I R C U L A R

Subject :- Rate for hiring charges of Studio (RR-I) at 4th floor, Phase-II Building of Films Division Mumbai.

Fixation of rate of hiring charges of Studio (RR-I) at 4th floor, Phase-II Building of Films Division Mumbai is circulated herewith for information .The rate and terms & conditions are as under :-

HIRE CHARGES FOR STUDIO (RR-I) WITH DCP FACILITY AND PROTOOL SETUP AT 4TH FLOOR, PHASE-II BLDG.

- A. Sound design Main Studio (Half shift) as : Rs.6,000/- plus taxes
admissible under the rules.
- B. Upgraded protocols Setup (Recording room) (Half shift) : Rs. 4,000/- plus taxes
as admissible under the rules.

NOTE:-

1. 25% of above rates will be charged for registered documentary Films makers.
2. The hiring charges of Sound Design Main Studio & Upgraded protocols Setup (Recording room) of Films Division will be hired out to other media units of the Ministry of Information & Broadcasting @50% of the general rates plus taxes applicable with the general terms & conditions.

Terms & Conditions:-

1.The hiring charges are to be paid in advance by DD or Pay Order drawn in favors of “Account Officer, Films Division, Mumbai.” All payments are to be deposited with the Cashier in cash Section in Phase-I building and receipt obtained for the same. The hiring charges payment terms are as under :-

- I. 10% Advance at the time of booking the studio.
 - II. 40% one week before the date of booking.
 - III. Balance 50% before the commencement of the work.
2. Projection / Sound System with technician is included in the charges. In case any additional technical support for projection or sound is required, it can be provided by Films Division at extra cost for Studio. (List attached)
3. The hiring of studio is restricted to the interiors and no external area of Films Division will be allowed to be used for any purpose.
4. Requisite permissions if any from authorities concerned shall be arranged by party hiring the studio and Films Division shall not be responsible for the same.

Adherence to Government Laws

All events are subject to adherence to the Laws of the Government of India & the Government of Maharashtra.

Liability Clause :-

The client is fully responsible & accountable to incident of any kind which may occur during the course of working in the studio Films Division Complex, causing damage of any kind including property, life etc.

Cancellation Charges:-

If for any reason booking is cancelled/postponed/delayed by the party, the Films Division reserves the right to levy the following charges :

- A. 10% of the main booking amount if the booking is cancelled/postponed one month before the booking date.
- B. 20% of the main booking amount if the booking is cancelled/postponed after receipt of cheque by Films Division and up to one week before the booking date.
- C. 100% of the booking amount if the booking is cancelled/postponed upto 48 hours before the booking.

BOOKING :-

For Booking please contact Films Division, **General-I Section, 5th** Floor, Phase-I Building, 24-Dr.G.Deshmukh Marg, Mumbai :-400026 Telephone No. 23515824 /23551337 .

GENERAL TERMS & CONDITIONS :-

- I. Full advance payment by Demand Draft / Pay Order taken on any nationalized bank drawn in favour of “**Accounts Officer, Films Division, Mumbai payable at Mumbai.**” All payment are to be deposited with the cashier in cash section in Phase-I building & receipt obtained for the same after which only the finished material will be delivered.
- II. Decision of Films Division is final & binding relating to hiring.

- III Hiring rates are subject to revision from time to time without prior intimation. All Levies & taxes will be charged extra.
- IV. Consumption of alcohol is prohibited in the above premises.
- V. The condition of the studio is to be restored back to its original position/condition at the time of vacating & handing over to Films Division.
- VI. The parking of vehicles will be charged extra at the prevailing rates of Films Division.

(Sulakshana B. Wagh)
Asstt. Administrative Officer
For Director of Administration

Copy to:-

- 1.All Officers/Section in Main Office
- 2.The Dy.Director General(I/c),Films Division, New Delhi
- 3.The Dy.Director General(I/c),Films Division, SRPC,Bangalore
- 4.The Dy.Director General(I/c),Films Division.ERPC, Kolkata
- 5.All Sr.Branch Managers & Branch Managers
- 6.All Chief Camerman
- 7.Nodel Officer(I.T) for upload the same of Films Division website.