

## **GUJARAT COUNCIL OF SCIENCE CITY**

Ahmedabad

### **Standard Operating Procedure (SOP) for Rental Pavilion: Vigyan Bhavan**

As per approved note dated 24<sup>th</sup> January 2022, GCSC gives Vigyan Bhavan on rental basis to government, semi-government and corporate sectors for organization of selected events.

To ensure effective management and operation of the rental pavilion, GCSC has developed a Standard Operating Procedure (SOP) to provide seamless services to tenants as outlined below.

#### **Housekeeping and Security Facility Guidelines:**

1. Agency need to hire Security to manage their event and Parking with their own cost.
2. Agency needs to deploy HK at their own cost to maintain the hygiene inside Vigyan Bhavan and cleaning of toilet during Event and need to hand over the same with up to date condition to Science City before Exit.
3. Agency is responsible for the Disposable of their Garbage and Debris outside the Science city. If found disposing the same inside the Science City Area than Heavy Penalty will impose as decided by GCSC.
4. Agency need to Print Parking Coupon/ Card for their Staff and Visitor for Smooth Free Exit from Gate no 6. Otherwise Science city has Full right to collect Parking charge from the person without Coupon.
5. For any Event in Vigyan Bhavan Entry of all Visitor and staff of the Agency will mandatory from Gate No 5 and Exit will be from Gate No 6. For Any changes the Agency need to take approval from Admin Dept.
6. GCSC will allocate a Parking space for all visitors and Staff of that particular Event. Agency need to accommodate & manage their parking in that area. If they need extra Area than it will be on Chargeable basis with Approval from Admin. Dept.
7. No Staff, Vendor & Visitor from the Event / Agency side will be allowed inside Science City Campus (Apart from Vigyan Bhavan) for any work. If they want to Visit Science city they can enter from where General Visitors enters with Tickets.
8. For any Agency Working in Night Shift at Vigyan Bhavan need to submit the List of Manpower with ID proof to Security or Admin Office.
9. Apart from Government Protocol no vehicle of any guest for the event will allowed from Gate no-2. In case of any Approval will be required from Admin.
10. No vehicle will be allowed from Vigyan Bhavan towards Nobel dome Apart from Government Vehicle and GCSC staff. (Security will Keep the Connecting gate Close as per Admin dept.)
11. No Branding (Hording or Gate) will be allowed for any Event (Apart from GCSC Event) at Gate no 2 & Gate no 6.

#### **Fire Safety Guidelines:**

1. The agency must strictly adhere to fire safety guidelines. All eight exits Gate must remain open and easily accessible at all times (no locks). The surroundings of Vigyan Bhavan must remain accessible at all times for fire tenders to reach any entry/exit

- gate and should not be blocked by temporary structures. No structures should be erected that obstruct any exit.
2. The local fire department must be informed, with a copy of the communication marked to GCSC.
  3. For mass gatherings, a fire tender must be requested to remain on standby at the venue.
  4. If any additional temporary structure is being built, a fire NOC (No Objection Certificate) must be obtained from the competent authority in compliance with Gujarat fire safety regulations where ever applicable.
  5. Necessary fire safety measures must be taken during visits by government officials.
  6. A list of working fire extinguishers is attached and must be returned intact.
  7. The agency must prepare and display an emergency evacuation plan at key locations.
  8. Additional fire extinguishers as per event fire load and other fire fighting equipment shall be placed at strategic locations and maintained in working condition.
  9. The agency has to make all arrangements and will be wholly responsible for any emergency incidents or losses.

### **LED System Guidelines:**

1. The stage and LED system should be used only for inauguration ceremonies, valedictory sessions, and workshops—not for running commercials or movies.
2. The LED system can operate continuously for up to three hours, followed by a break of 30 to 60 minutes between sessions, during operational hours only.
3. If temporary structure fabrication is in progress, the LED system must be covered with appropriate material to protect it from dust.
4. A GCSC official will hand over the LED system one day prior to the event booking date during daytime.
5. After the handover, the agency will be responsible for all operations and maintenance. The agency must ensure trained personnel are deployed for LED system operations and troubleshooting during the event.
6. The agency must return the LED system and its components in the same condition as it was before the handover.
7. A dedicated power backup (such as a generator) shall be arranged by the agency to prevent disruptions during critical sessions.

### **Civil Facility Guidelines:**

1. Since the water supply pipe passes near Vigyan Bhavan, any excavation or digging around the area is restricted without prior authorization from the Civil Department.
2. Any sanitary item damaged by the agency should be repaired or replaced by the agency within the stipulated time.
3. The agency is solely responsible for any damage to the flooring inside or outside Vigyan Bhavan
4. Heavy vehicles are not allowed inside Vigyan Bhavan
5. Stalls are not allowed on the stage area.
6. GCSC will only provide raw water for non-drinking purposes; the agency will manage the drinking water supply from outside
7. The agency should ensure that no damage is caused to any railings outside Vigyan Bhavan
8. Continuously monitor whether the water tap is closed, and ensure that water is not wasted.

### **IT Facility Guidelines:**

1. Internet Connection scope is excluded from the Policy. GCSC is not responsible to provide any type of internet connection for the Event at any Rental places at Science City.
2. In Such cases when an Internet connection is required, the Event Agency/Organizer needs to manage their own setup with prior approval of GCSC.
3. The Event Agency/Organizer needs to manage its own IT Manpower for any kind of IT support.
4. Damaged IT Infrastructure needs to be replaced by the Event Agency/Organizer before handing over any rental venue/places. If it is not replaced by the stipulated time, Penalty will be levied as decided by the GCSC Authority.

### **Garden & Landscaping Facility Guidelines:**

1. The Event Coordinator must inform all teams involved in event preparation about the importance of safeguarding the garden area, including during setup, decoration, and clean-up activities.
2. To prevent foot traffic from damaging the garden, clearly marked pathways should be established. Temporary walkways (such as plywood or carpets) can be used to direct participants and avoid walking on grass or flower beds.
3. Digging, planting, or any disturbance of garden areas is strictly prohibited during setup or throughout the events unless specifically approved and supervised by the designated garden supervisor or landscaping team.
4. Pandal or stalls must not be erected on the garden area. If, in exceptional cases, this is allowed, any resulting damage to the lawn must be rectified by the agency responsible. The cost of restoration may be recovered from the agency if required.
5. Ensure proper disposal of waste materials like food wrappers, plastic, and other debris. Agency should keep adequate bins or designated trash areas to prevent littering in the garden area.
6. After the event, a thorough inspection of the garden should be conducted to identify any damage or debris. The Event Coordinator, in collaboration with the garden supervisor, will assess the condition of the garden and determine any necessary restorative actions.
7. During the event or non-event day, the agency should strictly instruct their management team about not dumping any materials used for event/ preparation of event.
8. Use of garden pipes and valves inside and outside the garden area are not at all allowed to be used by the agency. Agency and their team have to coordinate with concern for water usage. Agency and their team must have to use allocated toilets for their staff and other cleaning purposes.

### **Electrical Facility Guidelines:**

1. Agency must depute authorized electrical person having valid electrical licence / permit to carry out electrical work and technician must have certificate /permit/Authorization issued by competent government authority to carry out electrical work. Otherwise penalty per person per day of Rs. 5000/- will be deducted and electrical work will be stopped immediately.

2. Electrical person must be equipped with all safety tools & tackles. If any electrical person found without safety tools & tackles, equipment i.e. safety shoes, safety Hand glows, helmet etc. than penalty per person per day of Rs. 5000/- will be deducted and electrical work will be stopped immediately.
3. Before starting electrical work, the agency must submit list of electrical supervisor and electrician with mobile number with location of working.
4. One AC expert /technician to be deputed by event agency to look after air conditioning system of Vigyan Bhavan.
5. All /Any type of statutory approval /permission shall be in the scope of agency and to be submitted to GCSC well in advance before usages of DG set .During visit of Electrical Inspector /Sub inspector /Asst. Inspector – it is responsibility of agency to confirm well in advance to HOD of Electrical Department. Inspection to be carried out in presence of electrical department authorized person only. If any DG set (including standby DG) found without approval of competent government authority i.e. Electrical Inspector, Government of Gujarat than operation of DG set will be stopped immediately and penalty of Rs. 25,000/- per DG set per day will be deducted.
6. Adequate capacity DG set with necessary change over switch, auto change over switch & cable are in the scope of agency.
7. DG sets to be connected with the existing electrical system before office hours or will be decided as per mutual discussion so as to check change over operation before event day. The operation of DG set will be checked during office hours only.
8. General lighting excluding existing lights, plugs and points etc shall be in the scope of agency.
9. Temporary wiring must be shock proof and must be protected with adequate capacity ELCB/MCCB/RCCB.
10. Extra lights to be connected in pavilion with DG connection only.
11. If any LED screens to be install in pavilion than its connection to be through ELCB/RCCB.
12. Any type of extra lighting /connection /extension etc will be in the scope of agency. For example extra lighting/extension /connection for kitchen or media shall be in the scope of agency.
13. Existing plug points in Vigyan Bhavan /Nobel dome /Science Dome /any other location of science city are purely for usages of Mobile and laptop charge only. It is strictly prohibited to use it for any other purpose i.e. Stalls, Kitchen, Fridge, AC etc. Agency must arrange DG set for stall lighting. Although any prohibited usages found than Rs. 50,000/- per day will be deducted and electrical supply will be disconnected immediately.
14. Joint inspection shall be done before and after event days for AC system, Light Points, Plug Points/cable etc. Agency must rectify defect if any and deposit of agency shall be released only after No Due certificate issued by concern department.
15. No any digging allowed near electrical underground cable, panel , substation , any electrical infrastructure, underground parking cables .Though any such digging found on /near electrical infrastructure than Rs.10,000/- will be deducted as penalty and unauthorised digging work will be removed at cost and risk of agency .
16. Any obstacle/ covering / paper or flex banner around condensing Chiller unit outside the Vigyan Bhavan will affect Air cooling, hence not allowed. If any obstacle found around AC system out door unit than it is to be removed immediately by agency or penalty of Rs.5000/- per AC unit will be deducted.

17. The existing Ac system is for open inside the pavilion. If extra stalls /rooms need to construct inside the pavilion than agency has to manage extra AC system with necessary electrical power inside the pavilion. In case of construction of stall/room inside the pavilion than GCSC will not be responsible for cooling system inside the pavilion.
18. Rectification of any damage done by the agency to AC unit, condensing unit, drain pipe, AC wiring, electrical infrastructure any part thereof is in scope of agency before/ during /after event.
19. Rectification of any Damage done by the agency i.e. Gas top up & Gas leakage is in scope of agency if damaged by agency before/ during /after event.
20. Open gates and doors will affect cooling system of pavilion hence open gates and doors are not allowed during operation of AC system in the pavilion.
21. Provision of air curtains are in scope of agency.
22. Agency has to manage uninterrupted and uniform power supply of sound system / CCTV/ Audio video system/Line telecast etc.
23. GCSC is not responsible for uninterrupted and uniform power supply.
24. Agency has to manage AC system and electrical power supply during emergency fault .GCSC is not responsible for any unwanted electrical/ AC system fault. During emergency situation, agency has to manage DG set for power supply, AC system for cooling and fuel thereof.
25. Electrical and AC system services will be during agreement time period only. GCSC will not be responsible for electrical and AC system services after agreement time period.
26. Agency has to communicate with contact persons only of AC and electrical power supply.

### **General Guidelines:**

1. The mentioned rate amount is including of electrical city charges.
2. The mentioned rates are of existing set up/facilities available in the respective building. Any other requirement in the form of seats, furniture items etc will be borne by the agency after due permission from Gujarat Council of Science City.
3. The rental charge for the building is as per the rate chart. The charges are for one day event only. The booking shall permit the use of venue as per terms defined by GCSC from 9 AM to 6 PM on the day of engagement.
4. Agency shall have to deposit 50% of defined rent amount at the time of booking. The remaining amount of charges shall be deposited atleast 7 days before the event date else the booking shall be considered as cancelled.
5. In addition to above, agency willing to book the building for an event shall have to pay the security deposit amount of Rs. 1,50,000/- for 3 days events within the 7 days upon the intimate of booking. More than 3 days, the agency shall have to pay 50,000/- per day as a security deposit amount. The Security deposit shall be refunded after satisfactory handing over the venue to GCSC in original condition after completion of the event and necessary office procedure.
6. On completion of the event, additional consumption charges (if any)/ damages shall be compensated from Security Deposit amount as certified by GCSC Authority.

7. Agency/Institute hiring building shall be permitted to use only the area which is hired as indicated in the chart. No entry to other areas of Science City shall be permitted. The decision Executive Director, GCSC shall be final in this regard.
8. Kitchen garbage shall be removed by the agency on immediate completion of the function or on completion of each Lunch/Dinner. No collection shall be permitted in the campus.
9. Agency shall make their own arrangement for security of their goods and materials.
10. Hiring building/ hall shall permit use of existing facilities available with toilet facility.
11. GST and other statutory taxes/charges shall be payable at the prevailing rates as extra above the rental charge amount indicated in the rate chart.
12. Agency shall not be allowed to make any structural changes or elevation work or extra painting or nailing surfaces or reworking by any means in any building.
13. It will be responsibility of agency to restrict the entry of their guests at the defined venue only. No other pavilions shall be permitted to visit except the event venue. Such incidence shall attract the penalty from the deposit amount as concluded by GCSC.
14. No food items or beverages shall be allowed in the halls except permitted at the time of booking.
15. No smoking/ alcohol shall be permitted in the buildings and Science City premises.
16. Agency shall not allow any vendors to sell any articles within the Science City and its premises.
17. It will be responsibility of the hiring agency to maintain all protocols towards Covid-19 (Social distance, Mask, Sanitizers etc) as defined by the Government from time to time.
18. It should be noted that in case of Special Government engagement, if ordered by Government, the booking shall be cancelled and the deposited amount shall be refunded to the agency without any interest.
19. In case if the agency wish to cancel the booking, 20% of the payable fees shall be chargeable and shall be deducted from the refund amount, if the cancellation is made with a prior notice of one month or more. Further, if cancellation is made with a prior notice of less than a month and 3 days prior to date of event, 40% of payable fees shall be chargeable and shall be deducted from the refund amount. No refund shall be payable in case of cancellation made within period of 3 days prior to date of event.
20. Only the selected events as defined by Gujarat Council of Science City, Department of Science and Technology, Government of Gujarat shall be permitted to organize. No social events are allowed.
21. The agency must pay double rental charges for any additional space used after booking confirmation or completion of event or in case of dealy of return handover.
22. The person booking the venue has to bring his own manpower for Housekeeping of the venue booked including toilets attached to it and for nearby surrounding area.
23. If they are using parking space in Vigyan Bhavan than person booking has to provide his security for parking and venue arrangement.

24. On pre-event day the person booking venue has to do his own arrangement for Tea/coffee/Snacks in green room.
25. An agency must obtain public liability insurance for the pre-event, post-event, and event days and submit this insurance to GCSC before taking possession of the premises for their event.
26. The agency shall have to take police permission for all the booking days.
27. The agency must return the premises in the same condition as it was before handover.
28. The agency must issue entry passes to GCSC technical personnel for routine and emergency works during the event.
29. All GCSC property must remain intact. Any defects or missing property must be repaired, rectified, or replaced as instructed by a GCSC official before or during the return handover.
30. Any damage to or loss of GCSC property will be charged at ten times the local market value.
31. Any violation of fire, safety, or event regulations will result in penalties and possible legal action.
32. No any garbage / dirt allowed in working area of electrical department. If any garbage /dirt found in /on electrician working area or electrical panel room than Rs. 10000/- per day will be deducted.
33. Agency has to follow rules and regulation circulated by government day to day.
34. GCSC has the sole authority to make any decision.

Executive Director  
GCSC