

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SPORTS BRANCH
CHHATTRASAL STADIUM, DELHI**

No. DDE/SPORTS/HIRING/MEMORANDUM/2017/ 12807-12856

Dated: 27/10/17

OFFICE MEMORANDUM

Sub: Revised Booking rates of Stadia of Sports Branch, Dte. of Education

In partial modification of Office Memorandum No. DE 41/Sports/2010/CWG/12913-13012 dated 14.01.2011, the rates of bookings of respective sports venues of Dte. of Education are categorized & revised as below and made applicable with immediate effect :

1. Categorization of Events

Category A- Sports Day, Sport Trials and other sports Activities

Category B- Educational Conference, Annual Day, AGM, Social Meeting of Registered NGOs, Yoga, Corporate Conference

Category C- Commercial, Spiritual Events (other than Yoga) & Other Events (Non- ticketing events)

Category D- Commercial Ticketing Events

The stadia will be made available for free of cost for following departmental programmes:

- a) Teacher Training
- b) Awards Ceremony of Directorate of Education
- c) Zonal Meet/ Inter School Matches/ Departmental Schools Annual Day / Sports Day/ Selection Trials etc
- d) Sporting Events of Govt. Aided Schools
- e) Sports Camp/ Sports trials of General Admn. Deptt. GNCTD
- f) Any other event decided by Secretary/ Director (Education), GNCTD

In case of any dispute regarding category of Event & hiring charges applicable on the event, the decision of Director regarding the hiring charges and category of event will be final and binding on organizer.

2. Rates of hiring of Indoor Hall of Thyagraj Stadium (Main Field of Play) & Ludlow Castle Sports Complex

A. Rates for Sports Activities – (Category A*) up to use of 8 Hours (09:00 am to 5:00 pm per day)

S. No.	Organization	Thyagraj Stadium	Ludlow Castle	Additional Charges
1	Other Government/ Govt. Organization Schools such as M.C.D, Kendriya Vidyalaya, NDMC, Delhi Cantonment School, J.N.V. etc./ Organizations for Physically challenged sportspersons	18000	9000	10 % of booking charge for every additional hour A.C. facility to be made available at Rs 30,000/- for Thyagraj & Rs 20,000/- for Ludlow Castle.
2	Private Schools/Colleges/ Universities/ Recognized Sports associations and federations	36000	20000	Beyond the normal booking hours, additional charge of 10% per hour
3	Government Departments & Organizations/ Sports Control Boards	54000	30000	
4	Govt. Owned Corporations/ PSUs/ Banks/ LIC/ Other Institutions	75000	36000	
5	Foreign Institutions/ Multi National Companies / Embassies Others	100000	50000	

B. Rates for functions other than sports (Non-Commercial) such as Annual Day, Educational Conference, Yoga (Category B*) up to use of 8 Hours (09:00 am to 5:00 pm per day)

S. No.	Organization	Thyagraj Stadium (Rs)	Ludlow Castle (Rs)	Additional Charges
1	All Education Institutes Govt./Private All Universities Govt./Private All Colleges Govt./Private All Sports Federations & Boards Govt./Private All NGOs	1,25,000	35000	10 % of booking charge for every additional hour A.C. facility to be made available at Rs 45,000/- for Thyagraj Stadium & Rs 30,000/- for Ludlow Castle.
2	Corporate, Foreign Institutions/ Pvt. Companies/ Multi National Companies/ Embassies, Banks, LIC, PSUs	1,50,000	50000	Beyond the normal booking hours, additional charge of 10% per hour

C. Rates for Commercial Activities (Non-ticketing events) Category C* up to use of 8 Hours (09:00 am to 5:00 pm per day)

Events falling under this category will be charged 3,00,000/- (Three Lakh Only) per day in r/o Thyagraj Stadium irrespective of organizer/sponsoring authority.

10 % of booking charge will be charged for every additional hour.

A.C. facility will be made available at Rs 45,000/- for Thyagraj.

Beyond the normal booking hours, additional charge of 10% per hour will be charged for usage of A.C.

D. Rates for Commercial Activities (Ticketing events) Category D* up to use of 8 Hours (09:00 am to 5:00 pm per day)

The ticketing events will **only be allowed at Thyagraj Stadium** and all the events falling under this category will be charged Rs 5,00,000/- (Five Lakh Rupees) per day irrespective of organizer/sponsoring authority.

10 % of booking charge will be charged for every additional hour.

A.C. facility will be made available at Rs 45,000/- per day for Thyagraj Stadium.

Beyond the normal booking hours, additional charge of 10% per hour will be charged for usage of A.C.

3. Common Charges at Thyagraj Stadium & Chhatrasal Stadium (wherever applicable)

(a) For Category 'A' (Sports Day, Sport Trials and other Sports Activities) & Category 'B' (Educational Conference, Annual Day, AGM, Social Meeting of Registered NGOs, Yoga, Corporate Conference)

(i) Rooms/ Conference Hall

Apart from the charges mentioned herein, if rooms/conference room are additionally requested by the organizer, the same will be charged @ Rs 2,000/- per room/conference hall per day irrespective of the organization/sponsoring authority subject to the condition of availability of rooms/conference hall.

(ii) Live Telecast Charges

In the case of live telecast of the event at complex, same will be charged uniformly @ Rs 15,000/- per day except if the event is telecasted on Doordarshan network only.

(iii) Underground Parking

Underground parking facility will be provided to the organizer, if requested @ Rs 5,000/- per day.

(b) For Category C (Commercial / Spiritual Events (Other than Yoga) & Other Events (Non- ticketing events) & Category D (Commercial Ticketing Events)

(i) Rooms/ Conference Hall

Apart from the charges mentioned herein, if rooms/conference room are additionally requested by the organizer, the same will be charged @ Rs 5,000/- per room/conference hall per day irrespective of the organization/sponsoring authority subject to the condition of availability of rooms/conference hall.

(ii) Live Telecast Charges

In the case of live telecast of the event at complex, same will be charged uniformly @ Rs 50,000/- per day except if the event is telecasted on Doordarshan network only.

(iii) Underground Parking

Underground parking facility will be provided to the organizer, if requested @ Rs 10,000/- per day.

4. Additional Charges in r/o Thyagraj Stadium

S. No.	Facility Detail	Charges per day in Rs	Remark
1.	Displaying Advertisement (Banners & Flex Boards on Gates) Maximum Size : 10 Ft x 20 Ft upto 3 Banners	Rs 20,000/- <u>For Category A & B</u> Rs 50,000/- <u>For Category C & D</u>	Banners to be displayed by the organizer with its own resources & to be removed immediately after the event is over else an equal amount of charges will be deducted from the security after 24 hours
2	Catering Kiosks (Only space will be provided)	<u>For Category A & B</u> --1000/- for each Kiosk Space measuring 5 feet at the designated location In case of buffet arrangement, amount of Rs 10,000/- will be charged. <u>For Category C & D</u> --2500/- for each Kiosk Space measuring 5 feet at the designated location In case of buffet arrangement, amount of Rs 20,000/- will be charged.	Only space will be provided. The litter must be cleared by organizer after the end of function failing which 20,000/- will be deducted from Security Deposit. Food stall and buffet will be allowed only on the outer corridor of the stadium.
	<i>Kitchen (optional)</i>	Rs 10,000/- <u>For Category A & B</u> Rs 20,000/- <u>For Category C & D</u>	<i>The litter must be cleared by organizer after the end of function failing which 20,000/- will be deducted from Security Deposit.</i>
4	P.A. System (External)	5,000/-	Stadium P.A. System is inclusive in rent.

5. Rate of hiring of Outdoor Facility of Thyagraj & Chhatrasal Stadium:

- a) Outdoor facilities Thyagraj Stadium and Chhatrasal Stadium will be made available for booking @ Rs 30,000/- per day. The outdoor arena will be provided free of cost to events organized by Zones/Districts of Dte. of Education. **The stadium area will cover track, ground and adjacent seating area only.**
- b) In order to promote and utilize the infrastructure of other sports complexes, the Annual Sports Day and Yoga Activities by individual schools/Govt. Aided School shall be organized in the respective or nearby District Sports Complex. Events by Zones or District Authorities will only be allowed in Thyagraj or Chhatrasal Stadium with exception of schools of nearby locality.
- c) Booking rates in r/o MCD School, NDMC Schools, KV School, Jawahar Navodaya Vidyalaya and Delhi Cantonment school shall be reduced to 50% of the booking rates applicable subject to deposit of refundable security.
- d) Apart from Republic Day, Independence Day, Gandhi Jayanti & other National Holidays, Inter-zonal Competitions and Other Sporting Events of Directorate of Education, outdoor facilities will be made available only during the non-training hours. The outdoor facility will be made available from 09:30 am to **3:30 pm** and same will be subject to change in event of change in training hours.

Rate for practice Hall of Thyagraj Stadium (only for sport activities)

The practice hall of Thyagraj Stadium where sporting facilities i.e. Basketball Court, Badminton Court, Martial Arts Arena are situated, will also be made available for hiring by different entities for sports activities only between 10:00 am to 03:00 pm i.e. after and before the practice time of the trainees on the following rates:

S.No	Organization	Badminton court each per day in Rs	Basketball Court per day in Rs	Martial Arts per day in Rs	Table Tennis each table per day in Rs
1	All Education Institutes Govt./Private All Universities Govt./Private All Colleges Govt./Private All Sports Federations & Boards Govt./Private NGOs	5,000/-	5,000/-	10,000/-	3,000/-
2	Corporate, Foreign Institutions/ Pvt. Companies/ Multi National Companies/ Embassies, Banks, LIC, PSUs	10,000/-	10,000/-	20,000/-	5,000/-

**Note: Entire Practice Hall will be made available between 10:00 am to 03:00 pm for Rs 20,000/- per day with equivalent refundable security.
A.C. Facility will be made available @ Rs 45,000/- per day.**

Rate for Outdoor Play facilities of Chhatrasal Stadium (only for sport activities)

The outdoor play area of Chhatrasal Stadium i.e. Basketball Court, Kabbadi Court/Martial Art Court, Volleyball will be made available for hiring by different entities for sports activities only between 10:00 am to 03:00 pm i.e. after and before the practice time of the trainees on the following rates applicable per day:

S. No.	Organization	Kabaddi/ Martial Art court (each)	Basketball Court (each)	Volleyball Court
1	All Private Education Institutes All Universities Govt./Private All Colleges Govt./Private All Sports Federations & Boards Govt./Pvt.NGOs	5,000/-	8,000/-	5,000/-
2	Corporate, Foreign Institutions/ Pvt. Companies/ Multi National Companies Embassies, Banks, LIC, PSUs etc.	10,000/-	15,000/-	10,000/-

Note: (1) Any event which results in cancellation/ disruption of practice of students will not be permitted at any of the stadium.

(2) Every year, the booking amount will be increased by 10% of the amount prescribed. The amount so decided will be applicable from 1st day of January every year.


(DHARMENDER SINGH)
D.D.E. (SPORTS)

Copy to:

1. Pr. Secretary to Chief Minister, GNCTD
2. Pr. Secretary (Finance), GNCTD, Delhi
3. Pr. Secretary (Education), GNCTD, Delhi
4. Pr. Secretary (PWD), GNCTD, Delhi
5. Secretary to Minister of Education, GNCTD, Delhi
6. Chief Engineer, PWD, CW-1, MSO Bld. Police HQs, New Delhi
7. All Special DEs Dte. of Education
8. All Addl. Des, Dte. of Education
9. All RDEs, Dte. of Education
10. All DDEs, Dte. of Education
11. All ADEs, Dte. of Education
12. Concerned Venue Incharges with the request to display the charges on the Notice Board of Stadia
13. Pay & Accounts Officer-IX
14. A.O. (Sports), Dte of Education
15. OS (IT) with the request to upload the Memorandum on website


DHARMENDER SINGH
D.D.E. (SPORTS)

Terms and Conditions for Booking of Sports Complex/Stadium :

1. Booking will be done on First Come First Serve Basis.
2. Application for booking of events must be made at least 15 days in advance.
3. Process fee of Rs 1,000/- plus other chargeable tax must be submitted at the time of submission of application and same will be non-refundable (No processing fee in case of institutions of Dte. of Education)
4. Payment of Processing Fee shall not be interpreted as confirmation.
5. Director, Education has got full authority to reject any application without assigning any reason and that decision will be binding on the party/organizer.
6. Security Deposit (refundable provided no damages reported/outstanding dues/items and conditions)- One Day Rental Charges or Rs 50,000/- whichever is higher. (No security Deposit in r/o schools of Dte. of Education)
7. GST as applicable will be payable by the Organizer.
8. No sub-letting is permitted. In the event of sub-letting, full deposit will be forfeited with cancellation of permission of event.
9. No temporary structure would be created in the premises, including grounds/field of play/seating area without prior permission and approval of the concerned Administrator. No digging is allowed in the premises and no alteration will be made in any circumstance failing which permission for event will be cancelled.
10. In case where the expected gathering is more than 10,000/- in any event at any place, evacuation drill has to be carried out prior to the commencement of event and contingency measures shall be taken and placed at the venue well in advance.
11. Only removable markings /tapes on the grounds/field of play are permissible with the approval of the concerned Administrator.
12. The organizers will be responsible for any accident or mishap including loss of life during the course of booking by the Organizer. Department will not be responsible for any such accident.
13. During booking period, cleaning and scavenging of areas booked/being utilized, will be the responsibility of the organizer and the same will be handed over to Department (Through Administrator) in a neat and clean state after the programme. The organizers will ensure that the venue shall be maintained clean during and after the event. In case it is not found clean within 24hrs. after the completion of the event, Administrator will get the complex cleaned by the cleaning agency looking after the maintenance of stadium/complex and the expenditure incurred will be recovered from the Security Deposit of the organizers.
14. No eatable can be served in the main arena (FOP & the seating area). Only pre-cooked / packaged food/snacks can be served at the catering point inside the built-up area of the stadium specifically earmarked for Catering Kiosks. Use of open/gas cooking is not allowed except **when Kitchen is hired**. It will be the responsibility of the organizer to ensure that any eatables brought inside the stadium complex are free from risks which affect the Health, Safety, Security, etc. and in case of any untoward incident, Department will not be held responsible.
15. No pets/animals are permitted inside the Complex under any circumstances.

16. Smoking and drinking are strictly prohibited within the stadium premises, and it will be the responsibility of organizer to ensure compliance. Failure on part of event organizer to enforce this rule will attract a minimum penalty of Rs.20, 000/- which would be deducted from the Security Deposit.
17. The organizer of any event must comply with the municipal and other by-laws, rules & regulations. No event will be allowed to take place without NOCs/licenses from (i) Delhi Police (ii) Traffic Police (iii) Delhi Fire Service (iv) Excise Department, or any other Department as required by law.
18. It will be responsibility of the Organizer to arrange for crowd control, ushering and fire control during the event.
19. Medical facility for any contingency must be ensured by the organizer. This should include Medical Kit, First Aid-Box, qualified personnel and ambulance. These arrangements should be in place during the period of booking.
20. No vehicles will be allowed beyond parking areas.
21. No material, fittings, posters, etc. will be pasted or nailed on the stadium walls.
22. No material, including nails, which can cause damage to the walls / FOP / floor, will be used inside the complex.
23. No fire works or explosives are permitted in the complex.
24. Department will not be responsible for any losses due to disturbance/failure/breakdown of electricity, air-conditioning, other installation, water supply, fire, seepage of water through the roof or natural calamities like storm, flooding etc.
25. The organizer will submit a plan containing all the details of the additional structures like stage/seating arrangement etc. before the preparation of the event/programme.
26. During the event, proper signage should be displayed in and around the stadium premises to guide the public and avoid confusion. The same will be fixed and shown one day before the event to the Administrator or other person appointed by him.
27. The banners or other display material must be removed by the organizer immediately after completion of event/programme or within the period of booking failing which, deductions will be made from the security deposit for removal of the banners by special labor employed for the purpose.
28. Any additional electricity point to be provided with the approval of the Administrator/ Incharge of the stadium.
29. Booking Cancellation Charges:

Cancellation request is received before One Month of the date of event	--- Full amount of the total booking amount will be refunded
Before 15 days of the date of event	---- 50% of the total booking amount will be refunded
Before 7 days of the day of event	--- 20 % of the total booking amount will be refunded
30. Department will be given complimentary passes /tickets equivalent to 5% seats of each category. The same will be utilized for disbursal to students of Govt. Schools.
31. Estimates for any loss/damage to complex/stadium infrastructure/fittings/ installations during the booking period will be prepared by the PWD/ Maintenance agency, and the same would be recovered from the Organizer and till then the security amount will not be refunded.

30. Department shall allot to organizers parking space inside the stadium for limited vehicles only during booking period. In case of no parking space available, the organizer have to make separate arrangements for parking.
31. Banner / Poster and publicity of the programme are not permitted till the confirmation of booking.
32. Security will be provided as per its normal security deployment.
33. Free water supply, other than bottled water as normally available in the stadium will be provided. In case of any exigency or non-availability of drinking water, the organizer will have to make arrangements for the same.
34. An inventory should be prepared of the items brought inside the premises by the Organizer and be got verified by the Security Supervisor of the Security Agency deployed. The gate pass for taking the items out of the premises should be issued by the Administrator or his representative after the same is again verified by the Security Supervisor.
35. The Administrator may implement any other terms/conditions and guidelines in public interest during booking period, the same will be binding on the organizer.
36. The Organizer is required to take any compulsory licensing for the copy right works by the organizers during the events failing which, the consequences will be responsibility of the organizers.
37. The Courts of New Delhi will have the exclusive jurisdiction to try the legal disputes, if any, only after disposal of written representation of the aggrieved party/organizer by Director (Education) GNCT of Delhi.
38. The Organizer should ensure the safety and integrity of the Field of Play area during the booking period.
39. Department reserves the right to refuse/cancel the booking at any point of time without assigning any reason. No appeal/review application will be entertained in this regard.
40. In case, the programme is ticketing event, necessary guards be deployed by the organizer and security checks be managed by the organizer only. The safety of the crew is to be ensured by the organizer only.
41. The charges are subject to revision from time to time. It will be binding on the Organizer to pay the revised tariff from the day it is made applicable.
42. The organizer has to ensure that at the start of the event/at the time of handing over of area booked, the same is in good condition and without any damage to the property. In event of any damage of property is noticed by the organizer prior to the start of the event, the same shall be brought to the notice of the concerned Incharge before the start of event, failing which, it will be binding on the organizer to pay the amount on account of the damaged area/property noticed by concerned Incharge.

**APPLICATION FOR HIRING OF SPORTS STADIA
SPORTS BRANCH, DTE OF EDUCATION**

Name of stadia required :

Particulars of space required :

Date and timings for hiring :
(inclusive of preparation)

Name of applicant :

Contact No. and email id :

Details of organization :

Category of Event : A / B / C / D
(see Memorandum for details)

Specify whether event is : **Ticketing Event/ Non-Ticketing Event**
: **Sponsored/ Non-Sponsored Event**

**Brief details of the events
to be organized** :

No. of attendee expected :
(on higher side)

Additional facilities required : **Yes/ No**

If yes, facilities required :

1. Rooms / Conference Room (No. required)

2. Underground Parking : **Yes/ No.**

3. A.C. Facility* : **Yes/ No.**

4. Live Telecast of Event (Apart from Doordarshan Network) **Yes/ No.**

