

PRESCRIBED APPLICATION FORM FOR USE OF ARCHIVES HALL, AIZAWL

To,

The Archivist,
Mizoram State Archives

Sir,

I have the honour to request you to give me permission for the use of Archives Hall
on (date) _____ from (time) _____
for staging (Name of function) _____
by (Organiser) _____

Yours faithfully,

Signature of
applicant (s) : _____
Name in full : _____
Full Address : _____
Phone No. : _____



TERMS AND CONDITIONS

1. Any party intending to use Archive Hall shall obtain permission from the Archivist, Mizoram State Archives by submitting duly filled prescribed application form.
2. The prescribed rent and security are to be paid in full to the Archivist, Mizoram State Archives immediately at the time of obtaining permission for use of the Hall.
3. The party concerned has to see that all electrical fittings, furniture, etc. are properly handled, all Lavatories, Toilets are kept clean and tidy. Cleanliness is to be maintained while using the Hall.
4. Use of the Hall in any manner for lodging anti-State or anti-Social activities is prohibited.
5. The cost of broken or damaged article(market price) shall be borned in cash or in kind by the hirer within 3 (three) days after the function is over.
6. No poster or pamphlet should be posted in and outside the wall of the Hall.
7. Smoking inside the Hall is strictly prohibited.
8. Vendoring of eatable inside the hall is strictly prohibited.
9. No one is allowed to bring any kind of liquor or intoxicating things inside the Hall. No drunken person shall be allowed to enter the Hall.
10. Serving of food and other refreshment items inside except in the room arranged for the purpose is prohibited.
11. Use of the Hall and its stages including its premises for the purpose of immoral acts (i.e. sexual intercourse etc.) and physical fighting etc. are strictly prohibited.
12. Mizoram State Archives or Staff duty of the Hall will not be responsible for failure of certain amenities such as, electricity, water supply, etc. as they have no control over it.
13. Any party intending to hire Archives Hall shall deposit Rs 2,500/- (Rupees two thousand) only as security deposit to the Archivist, Archives Hall at the time of the booking and the same may be refunded in full provided the hirer has not done any of the following :
 - a) Used the hall off the stated hire time.
 - b) Departed the hall after the stated hire time

- c) Damaged any equipment, furniture, fixtures and fittings.
-damage will be invoiced separately as per terms & conditions No.5.
- d) Used the hall for any purpose other than the stated on the booking form.
- e) Any other reasons that the Archivist, Mizoram State Archives finds reasonable.

14. **Cancellation fee** - If the reservation is cancelled for any reasons, cancellation fees will be imposed as under:

No. of days before function date for cancellation request	Cancelled amount booking charges
30 days or more	No. cancellation charge
10 days or more but less than 30 days	50% of amount paid will be deducted as cancellation charge
Less than 10 days	No refund

15. **Approved Hall Rent:**

- 1. Day (9 Am to 5 Pm during summer season and 9 Am to 4 Pm during winter season) - **Rs 2,500/-**
- 2. Night (6 Pm to 10 Pm) - **Rs 2,500/-**
- 3. Honorarium for staff incharge/duty during night and Government holidays - **Rs 500/-**

- 16. Any failure for proper observance of the above instructions will be categorised among the black list and double rent/charge may also be realised from the defaulter from their security deposit.
- 16. Allotment of the Archive Hall is subject to cancellation for important official functions.

Sd/-
(LALMUANPUIA)
Archivist
Mizoram State Archives
Contact: 9089817656/8837020927

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DECLARATION TO BE SIGNED BY THE APPLICANT

I do hereby declare that I completely understands the contents of the above terms & conditions and I shall abide by the same so as to maintain the prestige of the Hall.

Signature of applicant (s) : _____
 Name in full : _____
 Full Address : _____
 Phone No. : _____

ARCHIVES HALL HMANG TURTE HRIAT TUR:

1. Hall hmang tur reng rengin Archivist, Mizoram State Archives hnen aṭangin dilna Form la in dilna thehluh tur a ni.
2. Hall hman man leh Security deposit te hi Hall hmang tura tihfel rualin Archi-vist hnenah pek nghal zel tur a ni.
3. Hall hmang tur ten Hall bungrua- Electric bungrua, Furniture leh a dangte uluk taka enkawl tur a ni a; Bathroom leh toilet bakah Hall chhung leh a velte fai taka enkawl tur a ni.
4. Sawrkar leh khawtlang duh loh thil tihna atan Hall hi hman phal a ni lo.
5. Hall bungrua tihchhiat a awm chuan Hall hmangtu ten an bungraw tihchhiat man hu emaw a bungrua ang chiah chiahin Hall hman zawh aṭanga ni thum chhungin an chawi tur a ni.
6. Poster emaw Pamphlet Hall chhung leh pawn bangah te tar leh bel phal a ni lo.
7. Hall chhungah meizuk khap tlat a ni.
8. Hall chhungah ei leh in tur zawrh phal a ni lo.
9. Hall chhungah zu leh ruihhlo dang ken luh khap tlat a ni a, rui chungah Hall luh phal a ni lo.
10. Hall chhungah ei leh in (Refreshment) sem phal a ni lo.
11. Hall leh a chhevelah te insual buai emaw zahmawh rawngkaia khawsak phal a ni lo.
12. Thunun theih loh thil-Electric leh tui awm loh chungchangah Mizoram State Archives emaw Staff Duty ten mawh an phur lo ang.
13. Hall hmang turte chuan Hall Book rualin Security Deposit Rs. 2,000/- (Cheng sanghnih) Archivist hnenah dah thin tur a ni a. heng a hnuaia kan tarlan te hi a thleng a nih loh chuan Depoist hi pek kir leh tur a ni:
 - a) Hall hman hun chhung tur tarlan ni lova hman a nih in.
 - b) Hall hman tur bituk hun chhung aia rei hman in.
 - c) Hall Bungrua- hmanrua, furniture, etc. tihchhiat a nih in.
(Bungraw tihchhiat te chu point No. 5 a mi ang hian chawi tir tur)
 - d) Hall hmanna tur ni lo emaw hmanna tura insawi loh anga hman a nih in
 - d) Archivist, Mizoram State Archives-in chawi tir ngai ngeia a hriat thil dangah

Hall hman ni tura hauh ni leh Cancel ni inkara ni awm zat	Cancel vanga pawisa chawi ngai zat
Ni 30 emaw a aia tam	Cancel vangin pawisa chawi a ngai lo
NI 10 emaw a aia tam leh ni 30 aia tlem	Za-a 50 (50%) Hall book man aṭangin chawi tur
Ni 10 aia tlem	Pawisa pek kir theih tawh lo

15. **Hall hman man:**
 - a) Chhun (zing dar 9 aṭanga tlai dar 5 nipui laiin, zing dar 9 aṭanga tlai dar 4 thlasik laiin) - **Rs. 2,500/-**
 - b) Zan (Zan dar 6 aṭanga dar 10) - **Rs. 2,500/-**
 - c) Zan leh sawrkar chawlha hmang tur te Staff duty lawmman tur- **Rs. 500/-**
16. Hall book sa te hi sawrkar thil pawimawh bikah chuan Cancel theih a ni.
17. Hriat tur pawimawh kan tarlan zawmlo te chu Hall hmang thei tawh lo tura chhinchhiah leh Hall hman man a let thlenga chawitir theih an ni ang.