

SECURITY SECTION

Permission Form

1. Name of Function \_\_\_\_\_.
2. Location of Function \_\_\_\_\_.
3. Date : From \_\_\_\_\_ To \_\_\_\_\_.
4. Time : From \_\_\_\_\_ To \_\_\_\_\_.
5. Organiser's Names & contact No. :  
(Organisers must be employees of Institute)

Name

Contact No.

- a)
- b)
- c)

6. DJ/ Loud Speaker/Public address systems and any type of sound producing instrument (Drum, Dhol, Band Baja) operated in function area Yes/No \_\_\_\_\_
7. If Yes, Permission obtained from Powai Police Station vide letter no. \_\_\_\_\_ dated \_\_\_\_\_[copy enclosed].
8. If function is organised inside the Pandal, it should be free from any type of fire hazards and temporary electrical installations must be properly secured. Fire Extinguishers must be kept outside of pandal with guidelines of security section.
9. Function is approved by Administrative Authority /Registrar/Dean(SA)/Chairman, Covener [letter attached].
- 10.
11. No Forcefull collection of donations.
12. Timing for PA/Loud speaker system is from 0600 hrs to 2200 hrs sharp. Noise level to be below allowed db level.
13. Playing of cards/rummy and consumption of alcohol at event site is prohibited.
14. Organisers have taken permission of \_\_\_\_\_ for putting posters, banners and distributing handouts (copy attached) alongwith loaction at display. A copy of the poster of handout is attached for security clearance please.

15. Managing Committee/Organisers are fully responsible for smooth functioning of event.

Managing Committee/Organisers Name

Sign

a)

b)

c)