

KINDLY STUDY THE ANNEXED TERMS & CONDITIONS BEFORE FILLING / SUBMITTING THE FORM.

9. Schedule of Charges

Activity	Session :		Dates of Programme	No. of Days	Seating Capacity
	<u>Half-Day</u> (Upto 4 Hrs) With 2 hrs of A.C	<u>Full-Day</u> (Upto 8 Hrs) With 3hrs of A.C			
(A) Auditorium					669
During Office Hours	Rs 18,500/-	Rs 31,500/-			
After Office Hours	Rs 23,500/-	Rs 36,500/-			
(B) Multipurpose Hall					150
During Office Hours	Rs 11,000/-	Rs 18,000/-			
After Office Hours	Rs 14,000/-	Rs 23,000/-			
(C) Seminar Room / Exhibition Hall (without A.C)					75
During Office Hours	Rs 7,000/-	Rs 12,000/-			
After Office Hours	Rs 10,000/-	Rs 16,000/-			
(D) Foyer Area for arrangements of Refreshments / for display etc	Rs 5,000/- (for 2 hrs)	Rs 5,000/- (for 2 hrs)			200 (standing)

Full Day: Up to 2100 hours
Office Hours: 0900 to 1700 hours
Rental fee inclusive of insurance charges

Note: For additional performance during evening session or additional Air Conditioning, Lighting, Sound etc please see Rate Schedule.

10. a) Advance against Booking:

Rs.....Cheque/DDNo..... dt..... RcptNo..... dt.....

Rs.....Cheque/DDNo..... dt..... RcptNo..... dt.....

Rs.....Cheque/DDNo..... dt..... RcptNo..... dt.....

Rs..... Cheque/DDNo..... dt..... RcptNo..... dt.....

Grand Total:

I/We have studied the Contract Form and the Terms and Conditions governing the hiring of the IGCIC auditorium/multipurpose hall/seminer room/ exhibition room/ foyer area and agree to abide by them fully and to be bound by them. I/We understand and agree that in the event of our booking being cancelled or postponed by us we will pay the cancellation / postponement charges as per rules. Cheques/Demand Drafts to be made in favour of ‘Indira Gandhi Centre for Indian Culture’

**NAME & SIGNATURE OF HIRER
WITH SEAL/STAMP OF THE OFFICE**

For IGCIC

(AUTHORISED SIGNATORY)

RATE SCHEDULE

11. STANDARD AIR CONDITIONING / LIGHTING / MIKES AVAILABILITY

- a) Show charges include 2 hrs of Air Conditioning. For extra hours or usage charges as indicated below will be applicable.
- b) IGCIC Auditorium is equipped with a standard lighting and sound system which is available to the Hirer within the Show Charges. A total of up to 8 to 12 mikes (Corded) can be used within Show Charges.
- c) No invitees / audience should be present during Rehearsals. In the event that this takes place full show charges as applicable will be levied.

12. ADDITIONAL USAGE CHARGES

SERIAL NO.	ITEMS	CHARGES
1.	Hall Usage – Per Extra Hour (without A.C)	Rs 4,000/-
2.	AC Usage – Per Extra Hour	Rs 3,000/-
3.	Foyer Area Usage	Rs 2,500/-
4.	Damage Charges	At Actuals

13. CANCELLATION CHARGES

BEFORE SHOW DATE	UP TO 7 DAYS	8-15 DAYS
Cancellation Amount	100%	50%

(HIRER)

TERMS & CONDITIONS FOR HIRING OF IGCIC AUDITORIUM AND OTHER FACILITIES

The Auditorium will be available for use between 0900 hrs to 2100 hrs. **No performance shall be permitted beyond 2100 hrs.** The Hall will normally be available for Shows/Rehearsals/Setup from 0900 hrs onwards. However, extra usage for Shows/Setup/Rehearsal before 0900 hrs or for Setup/dismantling beyond 2200 hours can be permitted with prior written consent of the Authority and on payment of applicable additional charges.

1. GENERAL BOOKING TERMS:

- a) Booking will be accepted up to a maximum of 3 months in advance. In special cases booking can be accepted more than 12 months in advance at the discretion of the Authority. No Verbal Booking will be entertained.
- b) Completed Contract Form for confirmation of the booking is to be submitted to the office and the status of the booking will be confirmed within the next 7 days.
- c) Advance hiring fee as per applicable schedule of charges will be deposited after the confirmation of the booking.
- d) Charges are subject to change at the discretion of the Authority and charges as applicable on the date of the show will be levied. Hirer will be informed accordingly. In case the Hirer does not accept any increase in charges after the confirmation of the booking of the auditorium, they shall be entitled to cancellation with full refund within 2 days of the intimation of the changes.
- e) Notwithstanding confirmation of the booking and payment of advance, the Authority reserves the right to refuse/cancel the booking of the auditorium at any time without assigning any reason whatsoever. In such an event any advance received shall be refunded without levy of any cancellation charges.

2. CANCELLATION / POSTPONEMENT / PREPONEMENT OF BOOKINGS:

- a) Cancellation of Bookings: A Hirer may cancel the Hall Booking at any time after paying the applicable cancellation charges as specified in the Rate Schedule.
- b) Postponement / Preponement will be treated as Cancellation. The party will have no lien on the cancelled dates. No verbal cancellation will be entertained. Cancellation charges are listed in the Contract Form.
- c) No transfer of Booked Dates to any third party will be allowed. Any Hirer desiring to transfer any dates will have to pay the applicable Cancellation Charges and the party desiring to avail of the desired dates will be required to fill up a fresh Contract Form along with advance etc. Furthermore, booking of the auditorium has been given as per performance details provided in the contract. Any change in the nature of the performance will be permitted only with prior approval of the Authority.

(HIRER)

3. THE FOLLOWING ACTIVITIES WILL BE THE RESPONSIBILITY OF THE HIRER:

a) Statutory Requirements:

It is mandatory for the Hirer to obtain all performance related applicable licenses if any and furnish a copy thereof to IGCIC at least 2 days before the show. The Hirer shall strictly abide by the conditions laid down in the Affidavit submitted by them to the Licensing Authority.

B) GENERALS:

1. Manning of the gates and ushering of guests to their seats. Ensuring strict discipline in the Hall.
2. Full responsibility for liaison with police for maintenance of law and order, traffic control etc
3. Payment of Municipal or other taxes, if any
4. Ensuring that all stage properties and props are fire proof.
5. Poster/Banners/publicity materials will be allowed to be displayed only at specified places provided for this purpose.
6. The hirer undertakes not to continue the performance beyond 2200 hours
7. Hirer must plan his stage lighting so as to avoid placing any light/sound stand in the Hall.

C) ENSURE THAT THE FOLLOWING DO NOT TAKE PLACE:

1. Smoking, consumption of liquor, drinks and eatables, carrying of firearms, weapons, briefcase, transistors, handbags, tiffin boxes, food packets, bottles etc.
2. within the auditorium.
3. Any performance that can result in harm or injury to anyone or damage anything
4. Open fire and fire crackers on stage
5. Handling/Shifting of auditorium properties including light and sound equipment
6. Use of cellular phones in the auditorium during the show
7. Fixing of nails, tacks, tapes, posters etc on any of the walls and stage area.
8. Sale of commercial items or products
9. Parking of vehicles at undesignated areas

d) Maximum Hall Seating Capacity:

The auditorium has a seating capacity of 669. No extra seating will be allowed. The Hirer will strictly ensure that not more than 669 spectators enter the auditorium. Hirer will ensure strict compliance of these norms failing which the Authority reserves the right to refuse entry / stop / suspend the show without refund of show charges.

(HIRER)

5. USE OF OUTSIDE SOUND / LIGHT SERVICES:

The Sound and Light Equipment and Controls installed in the Auditorium are more than adequate for even the most sophisticated of Theatrical Classical or Contemporary Performances. Hence, the auditorium Authority does not advise the Hirer to go in for installation of additional/alternative Sound/Light facilities.

However, notwithstanding the above, if a Hirer still wants to augment the existing facilities then a written request in this regard to the Authority at least 3 days prior to the show may be made.

Furthermore, the Hirer and Service Provider shall indemnify the auditorium Authority from any claims including 3rd party claims that may arise on account of the malfunctioning of the equipment or any accident during its installation/operation. The Hirer as well as Service Provider shall also be responsible for any damage to the auditorium property as a result of the installation of such equipment. The decision of the auditorium Authority with regard to the quantum of such damage will be binding on the Hirer.

6. USE OF OUTSIDE CATERERS:

IGCIC has an in house Food & Beverages Section. Parties wanting catering facilities are expected to use this in house facility. However, if a Hirer still wants to use an outside caterer then this may be allowed under exceptional circumstances with prior permission from the Authority. Only pre-cooked food packets can be served in the Foyer.

7. CARRYING OF DRINKS AND EATABLES INTO THE AUDITORIUM:

It will be the responsibility of the Hirer to ensure that no drinks or eatables are allowed inside the auditorium. In the event of the Hirer failing to do so, the Authority may levy an appropriate fine not exceeding Rs 5000/- for the breach of this condition.

8. USE OF LOBBY / FOYER:

The Foyer of IGCIC is available to the Hirer for receiving & seeing of guests. No decoration inside the Foyer including on the floor or on the walls shall take place without prior permission of the Authority. Similarly, any Counter or Stall or a special display may be erected in the Foyer area only after obtaining suitable permission from the Authority and payment of applicable charges.

(HIRER)

9. USE OF DRIVE WAY, FRONT LAWN AND SIDE SPACE:

The driveway is intended only for entry and departure from the auditorium. No Stalls/Counters should be erected in front of Driveway.

Front Lawn is intended to enhance the aesthetics of the premises. No Stalls/Counters are permitted in the lawn.

Foyer space is available for stalls, exhibits and also for putting up food counters etc. Catering (Precooked) for not more than 200 persons can be permitted on payment of applicable charges. Hirers intending to use this facility should get their proposed layout approved from the Authority before proceeding.

10. ERECTION OF HEAVY / ELABORATE SETS OF STAGE:

The Hirer shall not alter/cause to be altered any of the stage properties such as Wings, Curtains, Light Bars or any other installation in the auditorium without prior permission.

Should the Hirer desire to erect special or heavy/elaborate sets involving considerable amount of alteration of stage layout or stage loading, then a written request in this regard specifying the actions that the Hirer proposes to take, should be made to the auditorium Authority at the time of booking of the hall. The Auditorium Authority shall review the request of the Hirer and take a decision on the feasibility of according approval. The Auditorium may, if necessary, levy a charge for allowing the Hirer to carry out the erection. The Hirer shall furthermore undertake to restore all Stage Properties to their original state after the conclusion of their performance.

The Auditorium Authority reserves the right to refuse any action involving major alterations in the Stage Layout/other properties or stage loading etc. which may not be considered appropriate. The Authority also reserves the right to levy any damage charges at the conclusion of the Show at its sole discretion.

11. SEATS RESERVED FOR IGCIC/HCI:

Fifteen seats (Front-Middle 5th & 6th Row) of the auditorium are reserved exclusively for the Authority and the booking party will have no right to use them as utilizable part of the Hall.

(HIRER)

OTHER TERMS:

- a) Authority will not be liable for any loss in case the Hirer is unable to use the auditorium due to failure of electricity, strike, cyclone or for any other reason beyond the control of the Authority of the auditorium.
- b) Final charges will be levied at actuals as per prevailing rates on show dates and as per actual utilization of facilities. Any damage to the auditorium property will be charged on actuals at the time of final billing and this will be binding on the Booking party.
- c) Any additions or amendments to the Terms & Conditions made by the Authority from time to time will be binding on the party booking the hall. The decision of the Authority in the interpretation of the terms and conditions is final and binding.
- d) The booking party will be solely responsible for any loss/damage to any property brought for the performance or kept in the auditorium premises. In the event of the booking party bringing in any equipment or items into the auditorium, they shall be fully responsible for all safety, other legal/statutory requirements, third party risks etc and the Authority stands indemnified against all such risks.
- e) The Hirer shall ensure that all persons brought in by them to carry out the performance including any stage workers, Sound/Light operators/technician/helpers etc fully meet the legal and statutory requirement. The Hirer shall also be responsible for their safety, discipline etc. The auditorium Authority stands indemnified for any claim including third party risk which may arise on account of any injury or otherwise.
- f) Adjustment of Sound levels and Lighting must be completed one hour before commencement of the show.
- G) All persons entering the auditorium may be subjected to security checks including body search. Hand bags including ladies' handbags may also be subjected to security checks.

THE HIRER WILL ENSURE STRICT COMPLIANCE OF THE ABOVE TERMS. THE AUTHORITY WILL HAVE THE RIGHT TO STOP/SUSPEND THE SHOW IN CASE OF VIOLATION OF ANY OF THE TERMS AND CONDITIONS WITHOUT REFUND OF ANY ADVANCE OR SHOW CHARGES.

(HIRER)

I/We undertake to refrain from engaging or giving any comments on any political / religious issues which may lead to hurting the sentiments of any person or group of persons or reflect unfavorably on the diplomatic status of IGCIC. I/We understand that any breach of this understanding may result in the termination of the arrangements relating to bookings.

I/We understand that if at any time any averments made, or information furnished for obtaining the permission is found incorrect, the application shall be liable to be rejected and the permission granted on the basis of this application shall be liable for termination.

(HIRER)