



Rabindranath Tagore Centre, Kolkata

FORM FOR BOOKING SATYAJIT RAY AUDITORIUM

Price Rs. 100 (to be paid on submission)

1. NAME/ADDRESS OF INDIVIDUAL/ORGANIZATION:

Email:

Telephones:

Fax:

2. DETAILS OF INDIVIDUALS/ORGANIZATION:

3. NATURE OF PROGRAMME:

4. WILL IT BE A TICKETED PROGRAMME?

5. SHORT DESCRIPTION OF PREVIOUS WORK/PROGRAMMES STAGED:

6. DATES REQUESTED:

7. SHORT DESCRIPTION OF PROPOSED PROGRAMME WITH DURATION:

8. SOUND/LIGHT/PROJECTION NEEDS

(LCD Projector (4000 Lumens) with compatible
DVD Player available on payment of Rs. 2,000/-)

9. TOTAL HOURS SOUGHT – 4 Hrs/8 Hrs (HALF/FULL DAY)

10. REHEARSAL REQUIREMENTS(Read attached Rules and Regulations)

**ONCE APPROVED BY RTC FULL PAYMENT WITH REFUNDABLE SECURITY
DEPOSIT TO BE MADE WITH APPLICATION FORM (Read attached Rules and
Regulations)**

Signature: _____

Date: _____

Satyajit Ray Auditorium

Seating capacity: 274

Green rooms: 4 with attached toilets

Ramp and toilet for handicapped persons:

Ticket counter:

Sound and light arrangement:

Satyajit Ray Auditorium

- | | | |
|---|---------|---|
| ❖ Full day | 8 Hours | Rs. 8,000/- |
| ❖ Half day | 4 Hours | Rs. 5,000/- |
| ❖ Additional charges per hour | | Rs. 1,000/- |
| ❖ Rehearsal for 4 hours: with air conditioning | | Rs. 3,000/- |
| ❖ Rehearsal for 4 hours: without air conditioning | | Rs. 2,000/- |
| ❖ Full day | 8 Hours | Rs. 5,000/- (For Government Organizations)* |
| ❖ Half day | 4 Hours | Rs. 3,000/- (For Government Organizations)* |
| ❖ Charges for LCD Projector (4000 Lumens) | | Rs. 2,000/- compatible with available DVD Player. Laptop Computer (for PowerPoint Presentation) is not available. |
| ❖ Refundable security deposit | | Rs. 5000/- |

*Excluding Public Sector Undertakings.

*Culture related programmes of Government of West Bengal are exempted from tariff.

Auditorium Lounge

Receptions with a payment of Rs. 3,000/-

Rules and Regulations about renting Satyajit Auditorium

- It is the sole discretion of RTC to decide which in programmes ICCR can collaborate.
- Application Form priced at Rs 100 has to be filled in and submitted, duly filled in with bio profile/write up of recent performance. RTC will review your proposal and reply within a month from the date of submission of the proposal.
- Allotment of auditorium will be made by RTC, which reserves the right to refuse any application.
- **Once offered the dates full payment is to be made within a week to confirm the booking.**
- Only when cancellation is made 30 days prior to scheduled programme, refund will be made after deducting 25% of the total amount paid, if cancellation is made less than 30 days prior to scheduled programme, refund will be made after deducting 50% of the total amount paid.

- There will be a refundable security deposit of Rs 5,000 with each production.
- All **demand drafts** are to be made in the name of **Indian Council for Cultural Relations, Kolkata.**
- It is obligatory for those renting Rabindranath Tagore Centre venues for cultural programmes to secure the necessary clearances/no objection permits, so that intellectual property rights are not violated. RTC will not be held responsible in case of any such violation.
- We request you to exchange all information regarding the booking or cancellation of the Gallery with us in writing.
- If the auditorium programme is a reality show/ audition event/ studio recording, charges will be Rs. 10,000/- for 8 hours, Rs. 7,000/- for 4 hours provided no extra electrical lights are used. In case of additional electric lights there will be an extra charge.
- The auditorium will not admit more people than there are seats to ensure safety against fire hazard.
- Eatables and beverages are not permitted inside the auditorium.
- Mobile phones to be switched off or kept on silent mode.
- All programmes at Auditorium attract mandatory license/approval/payment of amusement tax/ which should be secured by the organizers well before the event. Any penalty/fines occurring due to non compliance will be borne by organizers.
- **Yellow & Black taxis are forbidden on Ho Chi Minh Sarani**
- Free Parking available in the driveway of the premises and basement may be used only when the space is not being used during ICCR functions elsewhere in the premises
- Lighting of lamp prohibited on stage – however inaugural lamp may be lit in the foyer outside the auditorium
- **FOR SERVING TEA AND SNACKS OR HOLDING RECEPTIONS AT RABINDRANATH TAGORE CENTRE, CATERING TO BE PROVIDED BY IN-HOUSE CAFÉ THÉ. FOR DECIDING ON THE ITEMS OF FOOD AND BEVERAGE CAFÉ THÉ IS TO BE DIRECTLY APPROACHED AND BILLS SETTLED WITH THEM.**
- For all events at RTC Auditorium it is compulsory to obtain necessary clearance from the Kolkata Municipal Corporation, Amusement Department at 5, S.N. Banerjee Road, Kolkata- 700 013 and office of the Agriculture Income Tax, Amusement Tax Department, Govt. of West Bengal at 1, Kiran Shankar Roy Road, Kolkata- 700 001. This form is available with us. Proof of clearance to be submitted to us two/ three days before the performance date.

