



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 cheques 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 in the foyer of the Auditorium 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.**

OFFICE COPY:

Form No.

Received from -----on-----
application form duly filled in for booking of Satyajit Ray Auditorium on -----

Received total amount of Rs-----

Fees for Application Form:

Auditorium charges:

Rehearsal charges:

Security Deposit:

Signed:

Date:

Rabindranath Tagore Centre, ICCR, Kolkata, 9A Ho Chi Minh Sarani, Kolkata 700071

RECEIPT:

Form No.

Received from -----on-----
application form duly filled in for booking of Satyajit Ray Auditorium on -----

Received total amount of Rs-----

Fees for Application Form:

Auditorium charges:

Rehearsal charges:

Security Deposit:

Kindly produce this receipt for payment of Refundable Security Deposit

Signed:

Date:

Rabindranath Tagore Centre, ICCR, Kolkata, 9A Ho Chi Minh Sarani, Kolkata 700071