



*Rabindranath Tagore Centre, Kolkata*

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**FORM FOR BOOKING MAULANA AZAD  
CONFERENCE CENTRE**

**Price Rs. 100**

**1.NAME/ADDRESS of Individual/Organization:**

**Email:**

**Telephones:**

**Fax:**

**2. Details of Individual/Organization:**

**3. Nature of Programme:**

**3.SHORT BACKGROUND OF ORGANIZATION/INDIVIDUAL/DESCRIPTION OF  
PREVIOUS WORK**

**4.DATES REQUESTED:**

**5. ROOMS REQUESTED:**

**SEMINAR ROOM**

**LECTURE ROOM**

**6. ADDITIONAL VENUE REQUIREMENT/ GALLERY**

**6A. Reception arrangements**

**7.SHORT DESCRIPTION/THEME OF PROPOSED PROGRAMME:**

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Maulana Abul Kalam Azad Conference Centre – 2 seminar rooms, 3 lecture rooms – Capacity between 50-70 each, Projection facilities available**

**Maulana Azad Conference Centre**

- ❖ 8 Hours Rs. 4,000/- per day.
- ❖ 4 Hours Rs. 2,500/- per day.
- ❖ 8 Hours Rs. 2,000/- per day. (For Government Organizations)\*
- ❖ 4 Hours Rs. 1,500/- per day. (For Government Organizations)\*
- ❖ Refundable security deposit Rs. 1,000/-

\*Excluding Public Sector Undertakings.

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

**Rules and Regulations about renting Maulana Abul Kalam Azad Conference Centre**

- Application Form priced at Rs 100 has to be filled in and submitted, duly filled in with bio profile/write up of recent programme. RTC will review your proposal and reply within a month from the date of submission of the proposal.
- Allotment of Conference Centre will be made by RTC, which reserves the right to refuse any application.
- Once offered the dates full payment is to be made 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
- There will be a refundable security deposit of Rs 1,000 with each production
- All cheques to be made in the name of **Indian Council for Cultural Relations, Kolkata**
- We request you to exchange all information regarding the booking or cancellation of the Seminar/Lecture Rooms with us in writing
- The Conference Centre will not admit more people than there are seats to ensure safety against fire hazard
- Eatables and beverages are not permitted inside the Conference Centre
- Mobile phones to be switched off or kept on silent mode

- All events 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 Conference Centre

### **Important Guidelines for use of Conference Centre**

- No banners shall be fixed on the walls/curtains with nails, staples, tape and glue etc. Only self stand Banners will be permitted inside the rooms. A movable panel can be supplied on request to pin up display notices etc
- The organizing agency must man all the Entrances and Exits of the Conference Centre at all times. A designated person from the organizer must meet the security personnel of RTC for coordination of activities prior to the function.
- The organizer of the function is advised to clearly state the venue of the function in the invitation card to avoid any inconvenience to the guests.
- Parking space available in the driveway of the premises and basement may be used only when it is not being used during ICCR functions elsewhere in the premises
- Meeting timings must not exceed the confirmed booking timing. All the services will be suspended after 10 minutes of the booking timing.
- Organizers of the function will be responsible to ensure that there is no violation of the above rules

**OFFICE COPY:**

**Form No.**

Received from -----on-----  
application form duly filled in for booking of -----room in the  
Maulana Azad Conference Centre  
for following dates-----  
Received total amount of Rs-----

**Fees for Application Form:**  
**Room rent charges:**  
**Additional Venue/Gallery requirement**  
**Security Deposit:**

**Signed:**

**Date:**

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

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**RECEIPT:**

**Form No.**

Received from -----on-----  
application form duly filled in for booking of -----room in the  
Maulana Azad Conference Centre  
for following dates-----  
Received total amount of Rs-----

**Fees for Application Form:**  
**Room rent charges:**  
**Additional Venue/Gallery requirement**  
**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**

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