



*Rabindranath Tagore Centre, Kolkata*

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**FORM FOR BOOKING GALLERIES**

**Price Rs. 100**

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

**Email:**

**Telephones:**

**Fax:**

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

**3. Nature of Programme:**

**4. SHORT DESCRIPTION OF PREVIOUS WORK/BIO PROFILE OF  
ARTIST/CD/PHOTOGRAPHS/REVIEWS**

**5. DATES REQUESTED:**

**6. NAME OF THE GALLERY REQUESTED:**

**6a. Sound/light requirement**

**6b. Floral arrangement/inaugural lamp requirement**

**6c. Reception arrangements**

**7. ADDITIONAL VENUE REQUIREMENT/ SCULPTURE COURT OR FOUNTAIN COURT**

**8. SHORT DESCRIPTION/THEME OF PROPOSED EXHIBITION:**

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

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

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

### **Galleries (Timings: 11 am to 7 pm)**

*Preference will be given to exhibitions of West Bengal Government*

#### **Bengal Gallery #: 227.96 Sq. mt.(2453 Sq. Ft)**

- ❖ Rs. 5,000/- per day.
- ❖ Rs. 3,000/- per day. (For Government Organizations)\*  
Refundable security deposit Rs. 5,000/-

#### **Abanindranath Tagore Gallery: 199,25 Sq. mt.(2144 Sq. Ft)**

- ❖ Rs. 5,000/- per day.
- ❖ Rs. 3,000/- per day. (For Government Organizations)\*
- ❖ Refundable security deposit Rs. 5,000/-

#### **Nandalal Bose Gallery: 392.28 Sq.mt.(4220.92 Sq. Ft)**

- ❖ Rs. 8,000/- per day.
- ❖ Rs. 5,000/- per day. (For Government Organizations)\*
- ❖ Refundable security deposit Rs. 5,000.00

#### **Jamini Roy Gallery: 199.37 Sq. mt. (2133.25 Sq. Ft)**

- ❖ Rs. 5,000/- per day.
- ❖ Rs. 3,000/- per day. (For Government Organizations)\*
- ❖ Refundable security deposit Rs. 5,000/-

#### **Ramkinkar Baij Sculpture Court: 165.95 Sq. mt (1785.68 Sq. Ft)**

- Workshop/Textile exhibition/Installation display
- ❖ Rs. 4,000/- per day.
- ❖ Rs. 2,500/- per day. (For Government Organizations)\*

Inaugural receptions for launches etc. may be held for 4 hours in the Sculpture Court with a payment of Rs. 3,000/-.

#### **Fountain Court**

- Workshop/launches

Inaugural receptions for launches etc. may be held for 4 hours in the Atrium with a payment of Rs. 3,000/-

\*Excluding Public Sector Undertakings.

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

### **Rules and Regulations about exhibition space in galleries**

- Application Form priced at Rs 100 has to be filled in and submitted, duly filled in with photographs of recent work, artist's profile and concept note on the works. RTC will review the proposals and reply within a month from the date of submission of the proposal.

- Once offered the dates, it will be required to make full payment to confirm the booking
- In case of cancellation refund will be made after deducting 25% from the total amount
- A security deposit of Rs 5,000 will also have to be made which will be refunded after the show
- 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 Gallery with us in writing
- Exhibition Galleries must be booked for seven consecutive days. It is the discretion of the Management of the RTC to extend this period
- **Yellow & Black taxis are forbidden on Ho Chi Minh Sarani.**
- The exhibition galleries are a no smoking zone
- No food or drink allowed in the galleries
- While the hours of exhibition are from 11 am to 7 pm, alternate hours of exhibition may be decided according to preference of exhibitor provided they take full responsibility for their exhibition and coordinate with the security staff about logistics during closure hours (Any extra charges for this purpose to be worked out with the Agency if required)
- While round the clock security for the exhibition will be provided, it is the responsibility of the exhibitors to curate, display , handle visitors, publish and distribute catalogues
- While RTC cannot offer any help or assistance for mounting or dismantling the exhibition experts can be recommended by RTC from its panel if informed in advance. Payments to be directly made to the agents hired. ICCR is not responsible for their service
- For the storage of the paintings for a short period prior to and after the Exhibition, storage rooms available on each floor
- For carrying up paintings and boxes/crates etc to the respective gallery floors, the service lift is to be used
- Allotment of exhibition space will be made by the management of RTC which reserves right to refuse any application.
- RTC/ICCR is not responsible for any insurance- related claims while the exhibits are on its premises or are being transported to or from the exhibition site
- Strictly ensure that no exhibit shall be affixed on the walls with nails, staples, glue or tape etc
- Any damage to RTC property should be reported immediately to Security staff. Responsibility of repair lies with exhibitor if established
- Each gallery will provide a table and two chairs
- Additional items such as pedestals, panels, mailing list, inaugural lamp are available on request
- Within 24 hours of the end of an exhibition the gallery should be cleared of all exhibits to enable fresh exhibitions. If any additional items remain to be transported

from the premises they can be neatly stacked in the store room for an extra day

- Exhibits to the galleries and boxes/crates should be brought to the side entrance at the left of the building which leads directly to the service lift.
- SINCE RTC IS ON HO CHI MINH SARANI, A HIGH SECURITY ZONE, IT SHOULD BE INFORMED A WEEK IN ADVANCE OF TIMINGS WHEN EXHIBITS ARE TO BE BROUGHT IN AND THE MODE OF TRANSPORT USED. **YELLOW & BLACK TAXIS ARE FORBIDDEN ON HO CHI MINH SARANI.** IF LORRIES/TRUCKS ARE USED RTC SHOULD BE GIVEN THE VEHICLE DESCRIPTION, NUMBER, DRIVER'S NAME AND PHOTOCOPY OF DRIVING LICENSE. THIS WILL ENABLE RTC TO SECURE A POLICE CLEARANCE ESSENTIAL FOR ENTRY INTO THE ROAD. LORRIES/TRUCKS ARE ALLOWED ENTRY FROM 8PM TO 8AM. ONCE ALERTED ABOUT ARRIVAL TIMINGS THE ROUND THE CLOCK SECURITY STAFF AT RTC CAN GUIDE THE DELIVERY PEOPLE TO THE SERVICE LIFT FOR STORAGE IN THE RESPECTIVE GALLERY STORE ROOMS
- During the exhibition, moving of exhibits from the gallery shall be permitted by the security staff on presentation of valid exit slips or gate pass issued by the RTC office.
- Banners of shows at the gallery may be displayed near entrance gate and in the atrium
- RTC will not advertise or work towards media publicity or sale of paintings/exhibits for any of the shows/events on our rented space although for shows sponsored/collaborated by ICCR, RTC may undertake this responsibility. However RTC would require promotional information, posters, catalogues, press releases, photographs of events held on its premises for maintaining RTC's calendar of events and posting the information on its website.
- The text of the invitations should mention the name of the gallery and the following address: Rabindranath Tagore Centre, ICCR, 9 A Ho Chi Minh Sarani, Kolkata 700071. Organizers are not allowed the use of the ICCR logo in invites or posters unless the event is collaborated by ICCR.
- For ICCR collaborated events RTC will use its own Visitor's book. In the case of independent events RTC would request photostat copies of the relevant pages of the Visitor's book used
- 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 in the auditorium or elsewhere in the premises
- For inaugural receptions in the sculpture court/atrium on prior permission catering may be provided by in-house Café. For deciding on the items of food and beverage exhibitors are required to get in touch with the Café directly. Bills are also to be directly settled with them
- To serve alcoholic beverages liquor permit has to be obtained. Prior permission of RTC is mandatory. RTC reserves its right to refuse permission to serve liquor.
- For all events at RTC galleries it is compulsory to obtain necessary clearance.

# **UNDERTAKING**

## **For Booking Galleries**

I hereby undertake to follow the rules and regulations mentioned below:

1. Gallery Bookings have to be confirmed and cheque deposits to be made well before the event. We cannot be held responsible if in the event of non receipt of the cheque we give the booking to another party.
2. Requirements for sound system/ slide projection should be indicated at the time of gallery booking. Charges for this are extra and should be picked up by the party concerned.
3. For putting up paintings we will provide the hooks. String should be brought by the exhibitor. Kindly inform us in advance so that we can contact the technical person to assist in mounting the exhibits. Payments for this will be made by the party concerned.
4. If there is a photographic exhibition the photographs should be framed and hung with strings from the hooks that are provided. Use of double adhesive tape on the walls/ wooden panels is strictly prohibited.
5. If there is a need to hold a reception in connection with exhibitions, such arrangements should be made exclusively with our in-house Café Thé. We do not allow food stuff to be brought from outside. We also need to be told what arrangements have finally been firmed up with our Café Thé.

(Signature)

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

**OFFICE COPY:**

Form No.

Received from -----on-----  
application form duly filled in for booking of -----Gallery  
for following dates-----  
Received total amount of Rs-----

**Fees for Application Form:**

**Gallery charges:**

**Security Deposit:**

**Sculpture Court charges:**

**Fountain Court charges:**

**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 -----Gallery  
for following dates-----  
Received total amount of Rs-----

**Fees for Application Form:**

**Gallery charges:**

**Security Deposit:**

**Sculpture Court charges:**

**Fountain Court charges:**

**Kindly produce this receipt for payment of Refundable Security Deposit**

**Signed:**

**Date:**

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