

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Revised Venue Charges w.e.f. October 8, 2017

S No	Space	User charges	GST	Security Deposit	Total
	Exhibition	User Charges (Per Day)	GST @ 18% User Charges (Per Day)	30 % of User Charges (refundable) Per Day	(I+II+III)
		(I)	(II)	(III)	
1	Exhibition Hall, G. Floor, 11, Mansingh Road	Rs 18,000/- Per Day [Minimum for seven (7) days]	Rs. 3,240/-	Rs. 5400/-	Rs.26,640/-
2	Space Outside Lecture Room/Board Room at G. Floor, 11, Mansingh Road	Rs 18,000/- Per Day [Minimum for seven (7) days]	Rs. 3,240/-	Rs. 5400/-	Rs.26,640/-
3	Twin Art Gallery -I, C.V. Mess, Janpath	Rs 12,500/- Per Day [Minimum for seven (7) days]	Rs. 2,250/-	Rs .3750/-	Rs. 18,500/-
4	Twin Art Gallery -II, C.V. Mess, Janpath	Rs 9,000/- Per Day [Minimum for seven (7) days]	Rs. 1,620/-	Rs. 2700/-	Rs. 13,320/-
SEMINAR SPACE					
		User Charges (per day)			
1	Conference Hall C.V. Mess, Janpath (75 seat chairs)	Rs. 27000/-	Rs. 4860/-	Rs. 8100/-	Rs. 39,960/-
2.	Space at 3 rd Floor 11, MANSINGH ROAD	Rs. 18,000/-	Rs. 3,240/-	Rs. 5,400/-	Rs.26,640/-

AUDITORIUM /LECTURE ROOM					
		User Charges (per day)			
1	Lecture Room,11, Mansingh Road (Capacity – 75 chairs)	Rs. 20,700/-	Rs. 3,726/-	Rs. 6,210/-	Rs. 30,636/-
2	Auditorium , C.V. Mess (200 seating Capacity)	Rs. 36,000/-	Rs.6,480/-	Rs. 10, 800/-	Rs. 53,280/-
3	Auditorium, Media Centre (70 seating Capacity)	Rs. 20,700/-	Rs. 3,726/-	Rs. 6,210/-	Rs. 30,636/-
OUT DOOR SPACE					
		User Charges (per day)			
1	Amphi Theatre	Rs.11,000/-	Rs. 1980/-	Rs. 3,300/-	Rs 16,280/-
2	Lawn behind Amphi Theatre	Rs. 12,500/-	Rs. 2,250/-	Rs. 3,750/-	Rs 18,500/-
3	Lawn North of Mathi Ghar, Am phi Theatre	Rs .12,500/-	Rs. 2,250/-	Rs. 3,750/-	Rs 18,500/-
4	Front Lawn, No 3, R.P Road	Rs. 21,600/-	Rs 3,888/-	Rs. 6,480/-	Rs 31,968/-
5	Lawn with Stage No, 3, R.P Road	Rs. 43,200/-	Rs 7,776/-	Rs. 12,960/-	Rs 63,936/-
6	Lawn (Right hand side or oval Lawn), 11 Mansingh Road	Rs 18,000/-	Rs 3,240/-	Rs. 5,400/-	Rs 26,640/-
7	Lawn adjoining Rajpath CV Mess Building	Rs.18,000/-	Rs 3,240/-	Rs. 5,400/-	Rs 26,640/-
8	Janpath Lawn CV Mess Building	Rs.52,000/-	Rs.9,360/-	Rs,15,600/-	Rs.76,960/-

Recently Additional Venue Added					
9	Space adjacent to Auditorium & Twin Art Gallery	Rs. 5000/-	Rs. 900/-	Rs.1,500/-	Rs. 7,400/-
10	Space adjacent to Cafeteria & Baal Jagat	Rs. 9,000/-	Rs. 1,620/-	Rs. 2,700/-	Rs. 13,320/-
11	VIP Room	Rs. 30,000/-	Rs. 5,400/-	Rs. 9,000	Rs. 44,400/-

Security Deposit

- 30% Security Deposit is refundable after completion of programme. However, amount for any damage to the space /equipment and any additional service i.e., special/house keeping etc. availed will be deducted from security deposit.

Special Security Deposit

- Chargeable for events where reversible changes are allowed to be made to the venue depending on the approximate restoration charges for bringing it back to original shape. The exact amount (refundable) will be intimated only after obtaining the detailed plan of exhibition /programme and changes to be made.

Cancellation charges

1. No cancellation charges before two months of the event.
2. 20% cancellation charges if cancelled within 31 to 60 days of event.
3. 30% cancellation charges if cancelled within 08 to 30 days of event.
4. 50% cancellation charges if cancelled within 7 days of event.

**Standard Operating Procedure (SOP) for allowing
Film location shooting in the IGNC campus/ lawns.**

1. Intention

- (a) IGNC has been collaborating with independent film directors / film units for documentations in the field of art and culture and with Doordarshan and Lok Sabha TV for broadcasting.
- (b) Due to the increase in diverse activities of IGNC and the programmes being held, some commercial film units have preferred location shooting in the campus. So, it has become necessary to frame guidelines for film (Location) shooting in IGNC.
- (c) This will be also an effort towards revenue generation.

2. Process to be followed

- (a) Before allowing, any commercial film company/ film unit, consent for film shooting an agreement will have to be signed by the film company along with a letter requesting the permission.
- (b) A sum of Rs. 75,000 will be charged for a single day film shooting on weekdays and Rs. 50,000/-(per day) for film shooting on Saturdays & Sundays.
- (c) An advance of full shooting charges and also an additional amount of security deposit of Rs. 1.5 Lakhs will have to be deposited by the film company.
- (d) The security deposit will be refunded, after assessing damage if any, through bank transfer to the company.
- (e) In case, the shooting extends after 6pm a charge of Rs. 10,000/- per hour will be levied.
- (f) Film shooting agreement will be as per **Appendix-1**.

3. Relaxation

In exceptional cases, the above conditions may be relaxed with the approval of the Competent Authority.

FILM SHOOTING AGREEMENT

NAME OF THE FILM :
NAME OF COMPANY :
DATE OF SHOOTING :
DURATION OF SHOOTING :

TERMS AND CONDITIONS

01. A letter requesting permission for film shooting and the schedule to be given to IGNCA, New Delhi.
02. The Producer will have to submit a complete scene/theme/script of the film with the application for permission.
03. The producer must specify which portion of the campus is required for shooting. The entire campus will not be allowed for shooting.
04. For film shoot on 35mm/HD / or any other format, for a single day, a sum of Rs. 50,000/ will be charged towards the areas as specified in this agreement on Saturday/ Sunday between 9:00 am to 6pm. However, on weekdays a sum of Rs. 75,000/- will be charged for a single day shooting.
05. In case, film crew for making arrangements occupies any particular place, and shooting is cancelled for any reason, IGNCA will not be responsible for that. The day's full rate will be charged.
06. For shooting extended after 6 pm a charge of Rs 10,000/-per hour will be levied.
07. IGNCA programmes will be given priority and shooting can be cancelled giving priority to IGNCA's programmes.
08. IGNCA will not provide any electricity for the shooting. For HMIs etc a generator will have to be arranged by the Production Company/ Producer.
09. Film shooting is allowed subject to payment in advance of full shooting charges and also an additional amount as security deposit of Rs 1.5 lakhs to be deposited in advance. This amount will be refunded after assessing damage if any to the property by Bank transfer.

10. Any damages or loss occurring during the course of film shooting shall be charged fully to the party & decision of the IGNCA as to the amount of damages will be final & binding.
11. Maintaining law and order will be the responsibility of the film producer.
12. The exact number of artists participating in the scene and the sequence that are going to be shot should be specified clearly.
13. Vehicles which will enter the campus should be specified in advance.
14. Activities other than shooting such as food vans, generator vans etc will have to be parked outside.
15. As IGNCA is a public place, cordoned off area should be indicated in advance.
16. Film shooting will not be allowed near the archival libraries.
- 18 Proper Identity Badges with a small size photographs to be issued to all film unit staff including the spot boys, temporary / casual labourers.
- 19 No material, equipment or furniture of IGNCA is permitted to be shifted from place to place unless permission is obtained.
- 20 Damage to furniture's if any, will be at the complete risk of the Film Unit and the damage charges will be levied.
21. The production house is responsible for the security of the Celebrities/Star cast present in the IGNCA for the shoot.
- 22 IGNCA shall modify and add any conditions at any time without notice.
- 23 Refund of money if any out of the advance will be made by bank transfer.

Producer/Production Manager