



Indira Gandhi National Centre for the Arts

Application form for booking venues

(This Form is only for Collection of Details of venue Booking filling of form does not guarantee Venue Booking)

Name of the Artist / Organisation: _____

Date of Establishment of Organization: _____

Date of Registration/ Prolongation: _____

Trust/Society/NGO Registration Number: _____

Title of the Programme: _____

(Please attached the brief about the programme)

Any Commercial Activity (Yes/No) _____

(If Yes, Kindly deposit NDMC Commercial Activity Licences)

Pan Card: _____ GST No: _____

Aadhaar Card No: _____

Activities proposed to be held: - (Please mark ✓ the relevant category)

1.	Exhibition	2.	Lecture
3.	Seminar	4.	Conference
5.	Film Show	6.	Workshop
7.	Performance	8.	Play
9.	Other :		

Contact Person: _____

Tel No: _____ Fax No: _____

E-mail: _____

Venue required:

From _____ to _____

(Kindly refer to IGNC A Website for the Details.)

Venue booking date: _____

(Please mark ✓ the relevant venues)

1.	Gallery – 1, C.V. Mess, Janpath	11.	Lawns - behind Amphi theatre
2.	Gallery – 2, C.V. Mess, Janpath	12.	Lawns – North of Mati Ghar, Amphi theatre
3.	Exhibition Hall, G. Floor, 11, Mansingh Road	13.	Lawns (Right hand side or oval lawns), 11 Mansingh Road
4.	Space on 3 rd Floor, 11, Mansingh Road	14.	Front Lawns, No. 3, R.P. Road
5.	Conference Hall C.V. Mess, Janpath	15.	Lawns & stage, No. 3 R.P. Road
6.	Auditorium, C.V. Mess	16.	Adjacent to Auditorium & Twin Art Gallery
7.	Auditorium, Media Centre	17.	Adjacent to Cafeteria & Baal Jagat
8.	Lecture Room, 11, Man Singh Road	18.	Lawns adjoining Rajpath
9.	VIP Room	19.	Janpath Lawn
10.	Amphi Theatre		

Permanent / Communication Address:

State: _____

District: _____

Tehsil: _____

Village: _____

Pin code: _____

Bank Details:

Name of the Beneficiary	
Name & Address of the Bank	
Account No. (SB/Current)	
Branch Name & Code	
IFSC Code	

Payment Details:

Venue User Charges: _____

GST (18%) of user charges: _____

Security Deposit (30%) of user charges: _____

DD/ Cheque no: _____ Dated _____

Rs. _____

If Payment made through ECS/RTGS:

UTR No. : _____ Amount Rs. _____ Dated _____

(Rupees): _____

Note:

- **IGNCA have all the rights reserved for Acceptance/Rejection of the Application**
- Details of the programme should be enclosed in separate sheet with the application form.
- No TDS will be deducted from the user charges as IGNCA is exempted to pay income tax.
- Organizers would take necessary precaution on fire safety measures.
- Maintain proper sanitation and hygiene during the event/program.
- Ensure to removal of all the garbage when the event/program is over.

- If Electricity required from IGNCA, Organizer have to pay Rs. 25000/- per day to IGNCA as electricity charges.
- Booked venue will be handed over to organiser after 10:00 pm (previous day of booking date) and vacated before 5:00 am (next day of booking date) if not vacated, the booking charges will be charged as per IGNCA norms.
- The organizer have to share the event schedule, all permissions(Police, Traffic, Ambulance & NDMC for food code if any) and the list of VIPs with IGNCA before one week of the event without fail.
- No poster having proactive/objectionable slogans and banners should be pasted displayed at and around the place of function.
- The organizer will install sufficient number of CCTV camera through an expert agency at and around the place of function including entry gates and parking lots.
- The organizer will take care that participants shall not make provocative speeches or use language calculated to inflame the passions of the crowd or incite them to indulge in any violent act including damage to public property, assault on Govt. Servant on duty arson etc.

Signature with stamp