

NATIONAL CRAFTS MUSEUM & HASTKALA ACADEMY
Bhairon Marg, Pargati Maidan, New Dli-110001

Application Form For Booking Venues

(This Form is only for collection of details of booking & program. Filling of form does not guarantee Venue Booking. Form is to be signed in ink and hard copy is to be submitted to the museum. A soft copy/scanned copy may also be sent to email id: craftsmuseumindia@gmail.com, CC: pprocraftsmuseum@gmail.com, nhcraftsmuseum@gmail.com)

Name of the Artist / Organisation: _____

Date of Registration/ Prolongation: _____

Trust/Society/NGO Registration Number: _____

Title of the Programme: _____

(Please attached the brief about the programme)

Will it be a ticketed event (Yes/No) _____

Pan Card: _____

GST No: _____

Aadhaar Card No (optional): _____

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

Sl No	Activity	Yes/No
1.	Exhibition	
2.	Lecture	
3	Seminar	
4.	Conference	
5.	Film Show	
6.	Workshop	
7.	Cultural Performance	
8.	Play	
9.	Other (please specify)	

Contact Person Name: _____

Tel No/Mobile No: _____

E-mail: _____

Venue booking dates (**Date of Program**): _____

Timing for booking: From _____ to _____

(Please mark the relevant venues for booking)

Sl No	Venue	Yes/No
1	Special Exhibition Gallery	
2	Audio Visual Room	
3	Amphitheatre (Sarnaga)	
4	Village Complex (Kadambari)	
5	Stage in Durga Mondap Village Complex (Angan Manch)	
6	Stage near Lota Café (Pilkhan Manch)	

Name of Authorised Signatory/Head of Organisation: _____

Permanent / Communication Address:

_____ Village/Town _____

Tehsil: _____ District _____ State: _____

Pin code: _____

Note:

- National Crafts Museum and Hastkala Academy has all the rights reserved for Acceptance/Rejection of the Application. If at any stage, any activity /programme of the concerned party is found to be detrimental to Museum property, image or activity, the museum has the sole right to stop the program/activity. The amount paid as rent fee will not be returned in such event.
- The program may be cancelled if any govt program is scheduled on the same date at same venue.
- Details of the programme should be enclosed in separate sheet with the application form.
- No TDS is to be deducted from the user charges as National Crafts Museum & Hastkala Academy is exempted to pay income tax.

- DDs for rent & security deposit should be drawn in the favour of
Sr. Accounts Officer, CPAO, DC(H), New Delhi.
- The DDs are to be deposited with Museum Accounts Department one week before the date of program.
- Organizers would take necessary precaution on fire safety and electrical safety measures.
- Maintain proper sanitation and hygiene during the event/program.
- Ensure to removal of all the garbage when the event/program is over.
- As booking, venue with electricity & water supply will be provided. The role of available electrician on duty will be limited to give connections. Rest electrical arrangements are to be made by the organizers. Rehearsals can be done during working hours without any additional charges.
- Booked venue will be handed over to organizer 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 norms.
- Entry for visitors, participants and organizers of the events will be free except for exhibitions. In case of exhibitions, if the organizer wishes to make the entry free for the visitors then amount equal to average of daily sale of museum tickets during previous week of program, is to be deposited. The amount is to be deposited through DD before the date of program.
- The organizer have to share the event schedule and list of VIP guests (if any).
- The organizer hereby undertakes to get all relevant permissions (Police, Traffic, Ambulance & NDMC for food code if any).
- No poster having proactive/objectionable slogans and banners should be pasted displayed at and around the place of function.
- Only limited parking space is available with the museum. The organizer needs to arrange at his own for the parking of guest/participants vehicles near Bhairon Mandir or as suitable.

- The list of items (which are to be brought inside the museum premises for the program) is to be submitted to security section of the museum at the time of offloading of the items. The same items (as per list) will only be permitted to be taken out after the program. If the program is for more than one day then the organizer is to arrange for security of his items by deputing his staff/watchmen/guard.
- The visitors/participants of the event are to be courteous to the museum staff and cooperate with security personnel.
- Organiser 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.
- Guidelines 2020 on booking of venues, available at website will be applicable.

Date

Signature with stamp of Organiser

Annexure

Document	Yes/No	Document	Yes/No
Trust/Society/NGO registration deed		Details of Program with schedule of events	
PAN (Mandatory)		List of VIPs (if any)	
GST Certificate (if registered)		Photos of previous such events which can give a broad idea	
Aadhar Card (Optional)		Any other relevant document	