

**RABINDRA BHAWAN**  
**G.N.B. Road Guwahati-781001**  
**APPLICATION FORM FOR RESERVATION**

To

Dear Sir,

I/We hereby request you for granting of license for the use of Rabindra Bhawan Auditorium and compound for the following:-

1. Name of the organization:-
2. Address:-
3. Telephone No.:-
4. In case of registered society/company  
Etc., indicate Registration no. & date:-
5. Nature of performance/Function:-
6. Date (s) on which reservation is required:-
  - A. 1<sup>st</sup> Preference
  - B. 2<sup>nd</sup> Preference
  - C. 3<sup>rd</sup> Preference
7. SLOT:-
8. Administration

By invitation/Sale of Tickets:-

9. Application Rates

(Please see schedule of charge in the terms and conditions)

I/We do hereby agree to and shall abide by the terms and condition's governing the grant of permission of Rabindra Bhawan Auditorium.

Your faithfully,

(Signature of the applicant with seal of the Organization)

Particular person to be contacted:-

Name:-

Address:-

Phone No.:-

Mobile No.:-

P.S. I/We shall not effect any charge in the nature of the performance/function and the date and slot as stated above without prior approval from you.

**RABINDRA BHAWAN**  
**G.N.B.ROAD GUWAHATI-781001**

Permission for performance/function in Rabindra Bhawan

Dear sir,

With reference to your request dated ..... for grant to permission for the performance/function/rehearsal in Rabindra Bhawan Auditorium for followings:-

NATURE OF PERFORMANVE/ FUNCTION:-

DATE:

TIMING:

You are requested to pay a sum of Rs.....(Rupees .....) only by cash or cheque, B/D payable at Guwahati, being the charge of Rabindra Bhawan Auditorium for the performance / function/ rehearsal as mentioned above as also to deposit a sum of Rs.....

(Rupees.....) only as caution money (caution money refundable after the performance/function upon request from you in writing and adjustment of our claim, if any)

Late date of payment by you  
.....

Your faithfully,

(Signature of Booking in- Charge)  
Directorate of Cultural Affairs  
Assam, Guwahati-1

I/We agree to abide by the terms and conditions and schedule of charge as given in the terms and conditions.

(Signature of the applicant with  
seal of the Organization)

Date:-

N.B.:- The remittance together with both the copies here of giving your accord to the terms and conditions is to be sent to the Rabindra Bhawan Auditorium authority at once. If accept the money receipt and one copy of the agreement duly signed shall be sent back to the user. Pay orders to be made in favour of Directorate of Cultural Affairs, Assam payable at Guwahati.

## Rules and Regulations for use of The Auditorium (Rabindra Bhawan)

- 1) The interested party/organizations will have to apply for booking of the Auditorium in their own authorized pad including rubber stamp.
- 2) The party/organization concerned shall have to fill up and sign a prescribed booking form indicating their requirement in details for the hiring period along with necessary information.
- 3) The rent payable to Directorate of Cultural Affairs for the Auditorium along with other facilities by the party concern shall have to be paid 50% advance at the time of booking. Payment shall either be in cash or by Demand Draft payable in favour of Director, Cultural Affairs, at Guwahati. Cheques are not acceptable.
- 4) The users shall be responsible and liable to pay compensation as considered to be appropriate by the Directorate of Cultural Affairs for a) any damage caused to the property of the Directorate of Cultural Affairs and / or Auditorium b) use of the Auditorium beyond allotted period c) and/or misuse of the property of the DCA in any way d) violating any of the given rules and regulations.
- 5) The AC system will be started one hour before the scheduled commencement of programme for effective cooling. The users must ensure that doors are closed when AC is on.
- 6) Smoking / Spitting inside the Auditorium premises is strictly prohibited.
- 7) Utmost care should be taken by the party while using the properties of Directorate of Cultural Affairs during the hiring period so that no unnecessary damages are caused to any property of Directorate of Cultural Affairs, plants and trees in the premises. The parties shall have to pay compensation for such damages will be fixed by Directorate of Cultural Affairs which will be final.
- 8) After the scheduled time of hiring the Directorate of Cultural Affairs authority will not take any responsibility for keeping in their custody of any article/equipment belonging to the party and also will not entertain any members to continue for longer period within the Directorate of Cultural Affairs campus for custody of any unsuited article/equipment belonging to the party.
- 9) If any commercial organization desires to avail the facilities of Auditorium for rehearsal purpose on the eve of the scheduled date of available, they shall have to pay the rent for the facilities as per 'schedule of charges'.
- 10) The Directorate of Cultural Affairs authority reserves the right to take any action as deemed fit by them for any kind of untoward incident on the part occurring during the period of booking.
- 11) In case of any commercial programme, the organization must submit Income Tax Clearance Certificate alongwith No objection Certificate from SP (City) Metropolitan, Deputy Commissioner, Kamrup, Guwahati. Before organizing any performance from outside reputed artistes the consent of the concerned artistes must be submitted alongwith booking form.
- 13) The time of any cultural performance in Rabindra Bhawan auditorium will be restricted upto 10.00 p.m. with prior permission.

Rent Details  
Schedule of Charges

A) Booking:

Morning : 8:00 AM to 2:00 PM  
Evening : 4:00 PM to 10:00 PM

1) Charges for each slot booking not exceeding 6 hours

i) With AC

a) Professional : Rs. 12,000/- per performance/function  
b) Non – professional: Rs. 8,000/- per performance / function

ii) Non AC (only between 15<sup>th</sup> November to 28<sup>th</sup> / 29<sup>th</sup> February)

a) Professional : Rs. 5,000 per performance/function  
b) Non – professional: Rs. 4,000 per performance/function

iii) Cleaning Charge : Rs. 500 per performance/function against each booking.

iv) Additional amount of Rs. 1,000/- will have to be deposited by user against fuel of Generator Set and non-utilised amount will be refunded to the party.

v) Caution Money per slot Rs. 3,000/- will have to be deposited in cash or in form of bank draft at the time of booking irrespective of its professional or non-professional group.

B) Cancellation

1) For cancellation by the authority, full amount will be refunded.

2) From the user, one and half months before 90% refunded.

3) 1 month before – 75% refunded

4) 15 days before – 50% refundable

5) 7 days before – 30% refundable

C) Rehearsal subject to availability at the auditorium

1) In stage/auditorium without audience to be arranged.

2) Not exceeding 5 hours at a time.

3) Without Air Conditioning – Rs. 3,000/- only for every additional 30 minutes or part thereof if permitted Rs. 1,500/- only.

4) With Air Conditioning – Rs. 5,000/- only for every additional 30 minutes or part thereof if permitted Rs. 2,000/- only.

5) Entire area of the Rabindra Bhawan compound is strictly – No smoking zone.

DECLARATION

I/We have gone through the above rules and regulations. I/We agree to abide by the same.

Date:  
Stamp:

Signature  
Name:

RABINDRA BHAWAN AUDITORIUM  
AMBARI, GUWAHATI – 781001

BOOKING FORM

Name of the Organization: .....

Address: .....

.....

Name of Contact Person: ..... Designation.....

Mobile No: .....

E-mail ID: .....

Purpose of use: .....

Proposed date for Booking: .....

Slot: .....

Other requirement (if any): .....

Expected no. of persons: On stage: .....

DECLARATION

To,

The Director,  
Cultural Affairs,  
Government of Assam, Guwahati – 781001

Sir,

I/We have gone through the rules and regulations and such others for usage of the Auditorium (Rabindra Bhawan) and agree to abide by the same. We have taken the responsibility for any damage caused due to mishandling of the facilities provided.

Date:

Signature: .....

Stamp:

Name: .....

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(For Office Use)

DATE(S) FOR THE PROGRAMME

Received an amount of Rs..... as advance/full payment by

Cash/DD no..... dated .....Bank .....

Security Deposit : Rs..... Receipt No.....

Date: .....

Security money shall be refunded by cheque in the name of .....

P.T.O.

Total amount of Hall Charge: Rs.....

Return of security deposit: Rs. ....

Vide cheque no..... Date.....

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(For office use)

Note of Auditorium In-charge

Auditorium was taken at: .....

Program started at: .....

End Time: .....

Extra Time: .....

Other details: .....