

**STATE ART GALLERY
DIRECTORATE OF CULTURAL AFFAIR, ASSAM
RABINDRA BHAWAN, GUWAHATI-781001**

APPLICATION FORM FOR RESERVATION

To,
The Director,
Cultural Affairs, Assam. Rabindra Bhawan, Guwahati-1.

Date.....

Dear Sir/Madam,

I/We hereby request you for granting of allotment for State Art Gallery.

1. Name of Artist/Organization:
2. Address :.....
3. Telephone/ Mobile No :.....
4. In cash of registered Society/ Company: indicate Registration No. and Date. :.....
5. Nature of Exhibition :.....
6. Dates on which reservation is Request (Subject to availability):
Choice 1.to.....
Choice 2.to.....
Choice 3.to.....

I/We do hereby agree to and shall abide by the terms and conditions governing the grant of permission of State Art Gallery.

Your Faithfully,
(Signature of the Applicant with
Seal of the organisation.)

A. Particular person to be contacted:

Name

Address

Phone/Mobile No.

B. No Schedule for Exhibition will be confirmed unless the rent and caution money is paid in advance to the authority as per the Schedule Charges.

C. The authority shall have the power to refuse permission to use the State Art Gallery any in unavoidable ground / situation or to cancel any permission already given.

D. If cancellation is done from the Government's end total refund of amount deposited will be returned and a fresh date may be offered.

E. If the Schedule for Exhibition allotted is cancelled by the organizer or pre/postponed in such cancellation the deposited reservation amount will be done as per cancellation rules.

F. The Artist/Organization have to submit 3(three) numbers of photographs (4X6 size) of his/her creative art works along with the applications for Reservation.

CANCELLATION:

1. For cancellation by the authority full amount will be refunded.
2. From the user 3 months prior to the exhibition: 75% refunded.
3. From the user 1 month prior to the exhibition: 50% refunded.
4. For every additional 1 hour or part thereof it Permitted for using of the Gallery will be charged @ Rs. 200/-.

All payments are to be made in advance by cash in favour of Directorate of Cultural Affairs, Assam.

RULES AND REGULATIONS FOR BOOKING OF STATE ART GALLERY

1. The State Art Gallery shall be used for the Purpose as in the opinion of the Gallery administration to encourage Art and artistic efforts, subject to the payment of the fees as laid down by the Govt. of Assam who have the discretion of offering the Gallery free of charge in cash of exhibition sponsored by the Directorate of Cultural Affairs, Assam.
2. The applicant will be required to pay adequate deposits as security in addition to fees to ensure proper use of the Gallery.
3. Application for the allotment of the Gallery shall be into the official form. The application form shall be signed by the person who wishes to make use of the Gallery or represents the organization or group wishing to exhibit in the Gallery.
4. The Gallery shall provide limited pedestals for display of sculpture etc. and music system operated by the Gallery staff.
5. The Gallery administration reserves the right to remove any exhibit or exhibits from Gallery if in its opinion they are found to be objectionable in any manner, or are not within the scope of the purpose mentioned in the application.
6. The Gallery does not hold itself responsible for the security of the material brought by the applicant into the premises of the Gallery.
7. The timing of the exhibition shall be 2 P.M. to 7 P.M. for the month of March to September and 1 P.M. to 6 P.M. for the rest of the year.
8. The applicant shall not drive nails, use of drawing pins, cellotape or any other adhesive substance on the walls and door of the Gallery and shall not soil or disfigure any part of the building. The applicant shall have to repair damage if any before he/she remove the exhibitions, or shall fully compensate the expenses incurred by the Gallery for necessary repairs.
9. The Gallery administration will be responsible for cleaning the Gallery after the display of exhibitions.
10. If the Gallery is to close for reasons beyond its control, such as strikes, natural calamity or special Govt. Notification no refund of rent will be made by the Gallery authority. If however the administration decides to close the Gallery, either it will give another day in time of the closed days or will refund the rent for the day, subject to availability.
11. The artist or his representative should be present in the Gallery at all times while the exhibition is on.
12. A large size poster or banner announcing the exhibition is to be made by the Exhibitor for display at the main entrance to the State Art Gallery with prior approval of the administration.
13. In case of any dispute, the Gallery authority has right to terminate the exhibition without assigning any reason what so ever, the Gallery authorities decision is final in all events.
14. Application for booking of the State Art Gallery may be rejected without assigning any reason whatever.
15. Decorum and discipline must be maintained in the Gallery at all time.
16. No outside food and drinks will be permitted in the Gallery.
17. Smoking is not permitted in the Gallery.
18. The Gallery administration regrets that it has no storage space and therefore the exhibits cannot be stored in the State Art Gallery before or after the show.
19. State Art Gallery will remain closed normally on Govt. holidays.
20. The rent of The State Art Gallery is Rs. 3,000/- (Rupees three thousand) only for a period of 6 (six) days along with caution money Rs. 1,000/- (Rupees one thousand) only which is refundable after the exhibition is over.