



“Our theatre – our temple”: we consider the theatres to be **temple of the arts**. Please use it with due respect to our ideology

Hiring of auditoria and other performance spaces of Kalakshetra Foundation

A. General

The auditoria and other performance spaces of Kalakshetra Foundation are available for hiring for the following purposes—

- (i) Art and cultural events including Arangetrams
- (ii) School annual day functions
- (iii) Art and Education related seminars/meetings
- (iv) Events held by or sponsored by Central/ State Govts or organisations under them

Whether a particular program falls in the aforementioned categories or not is at the discretion of Director and her decision shall be final.

B. Following are the performance spaces of Kalakshetra Foundation available for hiring—

	Space	Seating capacity	Facilities available
(i)	Bharata Kalakshetra	1000 including floor seating	State of the art sound system (L-Acoustics) Basic lighting Air conditioned stage Projector Two green rooms
(ii)	Rukmini Arangam	500 including floor seating	Basic and lighting Air conditioned stage Projector Two green rooms
(iii)	Padma pushkarini	Open air. About 500.	Basic sound and lighting
(iv)	Tagore Hall	100	Basic sound and lighting
(v)	CERC Hall	100	Basic sound and lighting Air Conditioned Hall

C. Parking facility: Kalakshetra Foundation has a large parking facility to park more than 100 cars which no other facility in the city of Chennai can boast. Parking facility is provided to hirers of performance spaces at **no** extra cost.

D. Rental Charges:

S.no	Spaces	Rental charges /up to six hours	Administrative cost	Total	Additional charges per hour	Refundable caution deposit
(i)	Bharata Kalakshetra Auditorium	Rs.50,000	Rs.6,000	Rs.56,000	Rs.10,000	Rs.15,000
(ii)	Rukmini Arangam	Rs.40,000	Rs.6,000	Rs.46,000	Rs.8,000	Rs.15,000
(iii)	Padma pushkarini	Rs.20,000	Rs.6,000	Rs.26,000	Rs.5,000	Rs.10,000
(iv)	Tagore Hall	Rs.10,000	Rs.4,000	Rs.14,000	Rs.2,500	Rs.10,000
(v)	CERC Hall	Rs.15,000	-	Rs.15,000	Rs.1,000	Rs.10,000

E. Note

- (i) GST as applicable will be extra on the hiring charges (as on date it is 18%)
- (ii) Administrative cost is charged to meet expenses on account of running Generator, providing the services of Sound Engineer, one manpower.
- (iii) If additional manpower is required by the organiser, the same will be provided by Kalakshetra Foundation at extra cost.
- (iv) The rental charges include basic decoration and kolam at entrances. If elaborate decoration is required that will be arranged by KF at extra cost.
- (v) If additional sound/ lights are provided by KF it will be at extra cost.
- (vi) The hirer should discuss his requirements in advance and understand the cost implications before booking.

F. Mode of payment: No cash payment will be allowed. Full payment needs to be paid in advance through NEFT to the following account of Kalakshetra Foundation:

Name : Kalakshetra Foundation
 Bank : Indian Bank, Thiruvanmiyur Branch, Chennai-600041
 Account No. : 443596609
 IFSC code : IDIB000T044

G. Responsibilities

G.1. Responsibilities of Kalakshetra Foundation

1. Provide in-house sound and basic light facilities for the performance/ programme. (Refer Annexure I & II for basic sound and lighting details)
2. Two Green rooms with mirrors/ lights with restroom facilities
3. Cleanliness of the theatre & restrooms
4. Providing services of Sound Engineer
5. Basic decoration and draw kolam. If elaborate decoration is required that will be arranged by KF at extra cost.

G.2. Responsibilities of the booking party

1. Visit the performance spaces and ascertain the facilities available. The organiser should clearly spell out his requirements and the cost implications and discuss with KF officers before booking of space. The organiser should not raise requirements at last moment.
2. Should ensure supervision at the gates and ushering of guests to their seats.
3. Make own arrangements for additional requirements of sound, light and props, if any.
4. If additional sound/ lights are to be provided by KF it will be at extra cost.
5. To make arrangements for light operation for programmes.
6. To ensure that no food/beverages are served/ consumed inside the theatre or on the stage.
7. To liaise with police authorities for maintenance of law and order, traffic control etc. under intimation to KF and payment of Municipal or other taxes, if any.
8. To ensure safety and upkeep of theatre properties and theatre premises during the programme.
9. To ensure that ten seats (Row B) of the auditorium should be reserved exclusively for KF and booking party will have no right to allot these seats of their own to the invitees and if they are not filled the said seats shall remain vacant during the function.

H. Terms and conditions of allotment of auditoria and other performance spaces

1. It is the responsibility of the organiser to ensure that conduct of the program does not in any way affects the sovereignty, integrity and security of India, friendly relations with foreign States, public order, decency or morality, or in relation to contempt of court, defamation or incitement to an offence. If at any time after the booking is confirmed, it comes to notice that the program may violate any of the aforementioned restrictions, the booking may be cancelled with full refund. On such occasions, the decision of the Director of the Foundation shall be final.
2. Booking of the theatre will be confirmed only on receipt of full payment in advance including the caution deposit
3. Once the booking is confirmed, change of date will not be allowed in the normal circumstances. However, postponement of programme date may be allowed at the discretion of the Foundation.
4. No amount other than caution deposit will be refunded if the programme could not be held on the allotted date/time. For new date, full rental charges will be levied as it will be considered as a fresh booking.
5. The organiser cannot transfer the booking in his name to any other third party.
6. Any damage to the properties of KF during the program will have to be borne by the organizers.
7. Kalakshetra Foundation will refund the caution deposit within a period of 7 working days after the program is over. Any damage to the KF properties will be charged on actual rates and will be deducted from the caution deposit. If the cost of damage exceeds the caution deposit, then the organizers are liable to make the excess payment.
8. KF will not be liable for cancellation of the programme due to natural calamities and in such an event the booking party will be eligible for refund of full payment or postponement of the program to any other available date.
9. Smoking and consumption of alcohol is strictly prohibited within the premises of Kalakshetra Foundation. Organiser is responsible to ensure that none of his employees or guests indulge in such activities.
10. Food and beverages should not be served/ consumed inside the auditorium.
11. Tea/Coffee and snacks can be served outside the auditorium at an earmarked space with prior permission of KF.
12. Food waste and other waste material should be disposed of by the organiser in the Garbage Bins.
13. Eco friendly cups/plates should only be used.

14. Banners/posters/advertisements/any kind of publicity material will not be permitted inside the theatre or on the stage. Banners may be displayed outside the theatre, on the sides of gates and near the car-park.
15. Only eco-friendly material should be used for advertisement purposes such as cloth banners, light weight textile fabrics, wrinkle resistant wrap knit, natural fibre based sandwich boards, resin infused paper, particle boards etc.
16. The logo of Kalakshetra Foundation should not be used in any of the publicity materials of programs.
17. The use of footwear inside the theatre is strictly forbidden. The organiser should ensure that audience leave their footwear outside the theatre, except in the case of wheel chair bound, frail, little children and handicapped persons for medical reasons.
18. Theatre Manager, Sound Engineer, Electrician and other theatre personnel have to be consulted for use of theatre equipment under their respective care.
19. The organiser of the event should take care of his property inside KF premises. KF will not be liable for any loss of property of the booking party.
20. KF will not be responsible for any damage or injury of any kind to artists, organizers, guests/invitees or third party during the programe. The Organiser is responsible for any mishap.
21. KF reserves the right to alter and modify terms and conditions relating to renting out of the auditoriums at any time.
22. If any doubt arises regarding interpretation of any of the terms and conditions governing renting out of the auditorium, decision of KF shall be final and be binding on the booking party.
23. Kalakshetra Foundation reserves its right to evict/remove any person/guest/invitee of the organizers/booking party, if it is established that he/she misbehaves or indulges in any activity which is deemed to be detrimental to the safety of persons/ properties of KF and detrimental to the interests / reputation of KF including any activity that is prohibited by law.

J. Whom to contact

To book a venue for art related activities—

Theatre Manager

+91 94450 29046

theatre@kalakshetra.in

To book a venue for Craft Exhibitions etc.—

Estate Manager

+91 94440 66369

em@kalakshetra.in

Application for booking of performance spaces in Kalakshetra Foundation

1.	Name of the organisation/ individual requesting for booking of performance space	
2.	Address	
3.	Mobile No.	
4.	Email address	
5.	Nature of the event— (i) Art and cultural event (ii) Arangetram (iii) School annual day function (iv) Art and Education related seminars/meeting (v) Event held by or sponsored by Central/ State Govt. or organisation under them	
6.	No. of guests expected	
7.	Performance space to be booked— (i) Bharata Kalakshetra Auditorium (ii) Rukmini Arangam (iii) Padma Pushkarini (iv) Tagore Hall (v) Dance cottage with wooden flooring (vi) Rukmini Devi cottage/Kathakali cottage (vii) Other cottage (viii) CERC Hall	
8.	Date(s) for which booking is required	
9.	Whether special decorations required, if so, please specify	
10.	Whether additional lightings required, if so, please specify	
11.	Whether additional manpower required, if so, please specify the number required	

I/ We have gone through the terms and conditions of allotment of performance space by Kalakshetra Foundation and clearly understood the same. I/We undertake to abide by them.

Name: _____

Signature: _____

Date: _____