



**Rangoli – Metro Art Center
Boulevard, MG Road
Bangalore 560 001**

**RANGOLI METRO ART CENTER
CONTRACT FORM FOR RANGASTALA**

Email – rangoli@bmrc.co.in

Website:-www.bmrc.co.in

Booking No:

Date:

| | |
|---|---|
| 1. Name of Organization/party (In Capital letters) | |
| 2. Address | |
| 3. (a) Registration no. Under society's / other Act (b) PAN No. | |
| 6. Admission by (a) Ticket <input type="checkbox"/> (c) Pass <input type="checkbox"/> (b) Invitation <input type="checkbox"/> | |
| Booking DATE required ----- | Morning (09.00AM-3.00PM)/ Evening (4.00PM-10.00PM) |
| 4. Name of representative Coordinator. | 7. Nature/Name of performance Language - specify: Kannada/English/Other (a) Play (b) Cultural (c) Dance (d) Book Release (c) Other |
| 5. Contact No. | |
| (Phone) | |
| (Fax.) | |
| (Mobile) | |
| (Email) | |

8. Schedule of Charges as per Rate Schedule.

| SI Nos | | Schedule | Time | Rate |
|----------|---|-----------------------------------|------------------------|-------------------------------|
| 1 | Rehearsal Timing with stage lights/Set up Time | Morning 6 Hour Package | 9.00AM-3-00PM | Rs.7,000/- |
| | Performance Timing | | | |
| | Dismantling Time for set up | | | |
| | Retention Charges after 3-00PM | | | Rs1000-00 Per hour |
| 2 | Rehearsal Timing with stage lights/Set up Time | Evening 6 Hour Package | 4.00PM- 10-00PM | Rs.7,000/- |
| | Performance Timing | | | |
| | Dismantling Time for set up | | | |
| | Retention Charges after 8-00PM | | | Rs1000-00 Per hour |
| 3 | Separate Rehearsal Charges with stage lights | 3 hours | As allotted | 3000 |

Service Tax will be payable at the applicable rates in addition to the rate schedule

9. A) Advance against Booking - Rs._____Cheque/DD No. _____Dt._____
Rcpt No.____dt_____
- B) Advance against Confirmation Rs._____Cheque/DD No. _____dt._____
Rcpt No.____dt_____
- C) Refundable Security Deposit - Rs._____
- D) Total of A + B + C - Rs._____

10. Number of spectators expected
(Not more than 120 per show / program) _____

I/We have studied the Contract form and the Terms and Conditions governing the hiring of Rangastala **at Rangoli Metro Art Center** and agree to abide by them fully and to be bound by them. I/We understand and agree that in the event of our booking being cancelled or postponed by us, we will pay the cancellation/postponement charges as per rules.

CHEQUES/DEMAND DRAFTS TO BE MADE IN FAVOUR OF **Bangalore Metro Rail Corporation Limited, Bangalore**

Name & signature of Hirer with seal/stamp of the office
(Authorized Signatory)

RANGOLI METRO ART CENTER
Terms & Conditions for hiring of the Rangasthala

- 1) The Rangasthala Auditorium will be available for use between 9.00 A.M. to 3.00 P.M for Morning session and between 4.00 P.M. to 10.00 P.M for Evening sessions. For confirmed single Booking in a day, the 6 hour booking period for the Morning Timing can be advanced by 2 hours i.e. 11.00 A.M. to 5.00 P.M if required by hirer subjected conditions that may be imposed and subject to availability of the auditorium. However, this advancement of timing cannot be claimed as right by hirer and will be the discretion of Management as per their booking schedule.
- 2) Booking will be accepted for the entire financial year against full payment. All request forms must be submitted along with synopsis/objectives of the performance. No verbal bookings will be entertained. Notwithstanding confirmation of the booking, the management of Bangalore Metro Rail Corporation reserves the right to refuse/cancel the booking of the Rangasthala Auditorium at any time without assigning any reason whatsoever. In such event the amounts paid will be refunded without any interest.
- 3) Completed Request Form along with 100% payment by Cheque/ DD drawn in favor of Bangalore Metro Rail Corporation Limited and payable in Bangalore shall be made to the Administrative Officer at the Rangoli Metro Art Center, (R-MAC), M G Road Boulevard, Bangalore 560 001. The Booking shall be confirmed if the payment is made by Demand Draft. If the booking is against cheque then the cheque shall be given at least 4 (four) days in advance and only after the cheque is realized, the booking will be confirmed. Cash payment will not be accepted. All cancellation shall be in writing and verbal cancellation will not be entertained. Cancellation of booking is as under:

| Cancellation Charges | | | | | | |
|----------------------|------------------|--------------|-------------|--------------|--------------|--------------|
| 1 | Before show Date | Up to 7 days | 7 ~ 15 days | 15 ~ 21 days | 21 ~ 28 days | 28 ~ 31 days |
| 2 | Amount Deduction | 100% | 75% | 50% | 25% | 10% |

- 4) The Administrative officer R-MAC, in lieu of forfeiting the full or part of the amount under the cancellation policy, may consider the hirer's request for an alternative dates, subject to those dates being available and subject to conditions that may be imposed.
- 5) A Hirer booking the Rangasthala for two or more shows and requiring the setup to remain undisturbed should inform the Management accordingly.
- 6) The Rangasthala has a maximum seating capacity of 120. No extra seating will be allowed. The hirer will strictly ensure that people not more than maximum seating capacity enters the auditorium. Hirer will ensure strict compliance of these norms failing which the Management reserves the right to refuse entry / stop / suspend the show.
- 7) **THE FOLLOWING ACTIVITIES WILL BE THE RESPONSIBILITY OF THE HIRER:**
 - a) Manning of the gates and ushering of guests to their seats, Ensuring strict discipline in the halls.
 - b) Full responsibility for liaison with police for maintenance of law & order.
 - c) Payment of Municipal for publicity posters. Payment of entertainment taxes or other taxes, if any.
 - d) Ensuring that all stage properties and props are fire proof.
 - e) Poster/banners/publicity materials shall be displayed only at specified places provided for this purpose.
 - f) The Rangasthala shall be vacated by 22:00 Hours at the latest unless a prior written consent is taken from the Management for extending the show subject to additional charges that may be imposed.
- 8) **THE FOLLOWING ITEMS AND ACTIVITIES ARE STRICTLY PROHIBITED:**

- a) Smoking, consumption of liquor, eatables and carrying of firearms, weapons, tiffin boxes, food packets, bottles, etc., inside the Auditorium.
 - b) Open fire or fire crackers on stage of Rangasthala
 - c) Handling/shifting/dragging of auditorium property.
 - d) Use of cellular phones in the auditorium during show.
 - e) Fixing of nails, tacks, tapes, posters, etc. on any of the walls, stage area, other areas of auditorium
 - f) Display of banners on the place other than the specified areas.
 - g) Sale of any items or products.
- 9) The hirer will ensure the safety of the curtains and other props of the stage. No defacement of walls / object will also be ensured by the hirer. The hirer will follow the area regulation and movements as informed by the management. The hirer will restrict artist's movement on the stage portion only during the Stage Rehearsal Timing/Set up Timing/Dismantling of Set up Timing.
- 10) All equipment/ components of the Complex will be operated only by the authorized technicians of the management or any technicians authorized by the management. The hirer will ensure the safety of the Equipment during Show Timing and Stage Rehearsal Timing/Set up Timing/Dismantling of Set up Timing
- 11) THE FOLLOWING WILL BE PERMITTED ONLY WITH PRIOR WRITTEN CONSENT OF THE ADMINISTRATIVE OFFICER:
- a) External sound system or speakers.
 - b) Additional lighting.
- 12) Five (5) seats of the Auditorium front row shall be reserved exclusively for the MANAGEMENT and the booking party will have no right to use them as an utilizable part of the hall either by way of sale or by issue of complimentary invitation.
- 13) Management will not be liable for any loss in case the Hirer is unable to use the auditorium due to failure of electricity, riot, strike, and earthquake, an act of war or for any other reason beyond the control of the Management. Hirer will indemnify the management of BMRCL against any claims or liabilities of whatsoever nature.
- 14) Any damage to the auditorium property/equipment/fixture during the allotted show/rehearsal times will be charged on the hirer and will be binding on the booking party. A security deposit of Rs.5000/- (Rupees five thousand) only in the form of a Cheque favouring Bangalore Metro Rail Corporation Limited and payable in Bangalore, shall be given to the Administrative Officer R-MAC, duly acknowledgement, before the commencement of the show. If there are any damages as listed in the tabular format at clause 23, the cheque shall be encashed and the fine amount retained and balance, if any give to the hirer. If the damage exceeds the security deposit given by way of cheque, the hirer will undertake to pay the balance as assessed. If there are no damages, the Administrative officer shall return the cheque the same evening or the next day to the hirer under acknowledgement.
- 15) At the conclusion of every show, a Auditorium Utilization Statement will be put up to the Hirer/their representative. The Hirer/their representative at that time may discuss and point out any discrepancy, which may exist in the Statement. In the event of no representative of the Hirer being available or such a representative failing to sign the statement, the decision of the Administrative Officer, R-MAC shall be final and binding.
- 16) Any additions or amendments to the Terms & Conditions made by the Management from time to time will be binding on the party booking the Rangasthala Auditorium. The decision of the Management in the interpretation of the terms and conditions is final and binding.
- 17) The booking party will be solely responsible for any loss/damage to any property brought for the performance or kept in the R-MAC premises or the auditorium. In the event of booking parties bringing light, sound or other equipment into the auditorium, they shall be fully responsible for all safety, other legal/statutory requirements, third party risks, etc. and the Management stands indemnified against all such risks.
- 18) Adjustment of Sound levels and Lighting must be completed one hour before commencement of the show.
- 19) If needed, all persons entering the Auditorium may be subjected to security checks including body search. Handbags including ladies handbags may be subjected to security checks.

- 20) The area/components handed over to the hirer will be given clean in all aspects and the area/components will be taken back after Show/ Rehearsals at stipulated time in the same condition, otherwise stipulated Cleanliness Charges of Rs.500-00 will be imposed on the hirer for any negligence in this regard.
- 21) Any negligence on the part of hirer for ensuring strict compliance of the above stated terms and condition or involvement in any detrimental activities will be taken seriously and may result in blacklisting the Group/Organization for future performances in the Rangasthala Auditorium.
- 22) Arrangement for water Dispenser will be placed outside the auditorium if needed and the cost of water Dispenser will be charged to hirer.
- 23) In case of damage to the Property/component/Fixture of the complex, General Damage Charges to be paid by the defaulter group/user will be as listed below; however, the decision of management in regard of assessment of the extent of damage charges will be final as per the actual damage.

| Sl. No | OFFENCE | CHARGES |
|--------|---|--|
| 1 | For violations regarding unruly behavior with use of alcohols / smoking inside the Theatre area and unauthorized access to stage area & other violations of area regulation of the complex. | Forfeiting Full Security Amount of Rs 5000-00 |
| 2 | For violations regarding blatantly use of eatables inside the auditorium | Forfeiting Half of Security Amount of Rs 5000- 00 |
| 3 | For violations regarding smoking inside the auditorium | Penal charges of Rs 1000-00 |
| 4 | Unauthorized access to Stage Area & other violations of area regulations of the R-MAC. | Penal charges of Rs 1000-00 |
| 5 | Cleanliness charges | Penal charges of Rs 500-00 |
| 6 | Breakage of Stage Lights, Sanitary Fixtures/Audio Fixtures | Forfeiting Full Security Amount of Rs 5000-00 or costs of Stage Lights whichever is higher (if operated by the groups) costs of Sanitary Fixtures/Audio Fixtures |
| 7 | Breakage of Door & Window fixtures, defacement/breakage of wall | Penal charges of Rs 500-00 or the cost of the fixture, whichever is higher. |
| 8 | Defacement/Breakage of furniture | Penal charges of Rs 1000-00 or the cost of the furniture, whichever is higher. |
| 9 | Damage to wall and curtain mechanism | Forfeiting Full Security Amount of Rs 5000- 00 |
| 10 | General Lighting | Forfeiting Half of Security Amount of Rs 5000- 00 or the cost of the fixture, whichever is higher. |