



BIKANER HOUSE

BOOKING POLICY

TERMS & CONDITIONS

1. **Selection of Proposal:**

- 1) The organiser is required to share the proposal as per the Bikaner house prescribed format available on the website.
- 2) The Sub-Committee of Bikaner house will review every proposal following which the office shall respond to each request within 15 days.
- 3) Once the proposal is accepted by the sub-committee, the organiser shall receive the confirmation via email acknowledging the dates and the spaces with an estimated price quotation.

2. **Booking Procedure:**

Booking Advance: Once the proposal is approved by the committee, the organiser shall make the booking advance.

- (i) If the date of the event is more than 90 days from the date of the approval, the organiser shall pay 50% of the total amount within 15 days of the acceptance of proposal. This amount is non-refundable. The rest of the payment shall be submitted atleast 90 days before the date of the event. If the booking advance is not received within the stipulated time frame, hiring space shall not be reserved and be open to other requests. No TDS or GST deductions or exemptions are permitted.
- (ii) If the date of the event is within 90 days from the date of the approval, the organiser shall make the entire payment within 15 days of the acceptance of proposal.
- (iii) The hiring charges for the reserved spaces shall be applicable on extant rates, unless organiser has paid up front 100% hiring charges.

Security deposit: A security deposit of Rs 20,000 for 1 day and Rs 50,000 for multiple days shall be deposited atleast 1 month before the date of the event. The security deposit shall include building damages. After the completion of the event, a damage assessment is conducted. If no damage is reported by the committee post the inspection of the spaces and the gallery is handed over in its original condition, the security deposit shall be returned to the organizer. Otherwise, an assessment of the damage shall be prepared and the cost of repairs will be deducted from the security. In case the damage caused is more than the security deposit received – the organiser shall pay the additional amount before leaving the premises after completion of the event. The security deposit will be retained till the entire duration of the event and shall be released, in case of no damage, within 30 days of completion of the event.

Mode of Payment: The payment for booking the spaces must be made via bank cheques and demand draft in favour of: "Bikaner House Management Society" and payable at New Delhi".

Please note:

The management may increase the amount of the refundable security deposit as per the assessment of the installation/set-up/production plan.

All communication with regard to bookings of spaces and payments shall be made in writing.



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3. Reschedulement and Cancellation Charges

Reschedule charges:

In case of reschedulement event or postponement of events by organizer subject to guidelines and venue availability, the following charges will be levied:

- If the event is rescheduled by the organiser between 60-89 days from the event date, then 5 % of total hiring charges will be charged as a rescheduling fee.
- If the event is rescheduled by the organiser before 15- 59 days from the event date then 15 % of total hiring charges to be charged as a rescheduling fee.
- If the event is rescheduled by the organiser between 5- 14 days from the event date, then 25 % of total hiring charges will be charged as a rescheduling fee.
- If the event is rescheduled by the organiser before 5 days from the date of the event then 50% of total hiring charges to be charged as a rescheduling fee.

Cancellation charges:

As per the prevailing guidelines for cancellation, the following charges will be levied:

- 50 % cancellation charges are liable if an event is cancelled anytime between 15- 59 days
- If the event is cancelled anytime between 0-14 days of the start of the event, 100 per cent of the expected hiring charges will become the cancellation charges.

4. Timings

- The office timings for enquiries are Monday to Saturday, 11:00 am to 6:00 pm.
- The office will remain closed on all public and national holidays.
- On normal exhibition days, the permissible time for exhibitions will be 11 am to 7 pm. On special preview/opening days, the timings can be extended upto 9 pm.
- If an exhibition/event involves multiple programming, the organizer is required to share the details via email.
- In case a special event/walkthrough/lecture programmed in between the exhibition and scheduled beyond 6 pm, the organizer is required to seek approval from the team via email well in advance before the day of the event.
- Exhibition/Programme/Event installation and dismantling must be done between 9 am and 9 pm on working days.

5. Installations and Dismantling Plan

- As ASI lists Bikaner House as a Grade- II heritage building, hence, all installations need to be vetted beforehand. Therefore, a complete installation/dismantling plan must be submitted to the office at least 1 week in advance of the event and approval sought.
- Only an approved installation plan can be executed. Anything for which approval was not sought can be stopped even at the last minute by the team.
- Complete list of guidelines and other pointers for ensuring smooth coordination shall be shared with the organizer atleast 14 days before the event begins.



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6. Audio-Visual Requirements

All A/V requirements must be discussed with the Bikaner House team beforehand. All the Bikaner House A/V equipment will be handled by the Bikaner House technicians only. No other person may tamper with the A/V equipment under any condition. Only the Bikaner House technician is allowed inside the control room.

7. Use of Electrical Equipment

- All electrical equipment that belongs or does not belong to Bikaner House will be checked by the in-house electricians and may only be used once approved. It may only be installed under the supervision of the in-house electrician.
- Hiring charges include regular electricity use for basic electrical equipment only. If the requirement of an event exceeds 125 KVA or a certain voltage or power, the organizer may utilize in-house generator (chargeable) or may bring their own.
- Any changes or additions in the electric light installation or pattern to be intimated to BHMS team. If an additional provision of track/other lights is required, the organizer is permitted to arrange through their own after seeking permission from the BHMS team.

8. Security and Assistance (carpenters, electricians etc.)

Bikaner House has a basic security detail. Extra security or technicians (carpenters, electricians etc) can be hired directly by the organisers. The organiser will take responsibility for the security and safety of their equipments/belongings.

9. Promotional Material

All promotional material such as e-invites, printed material etc. must be shared with and approved by the Bikaner House team before the public announcement. Onsite promotional material must be placed only in the standard size provided by Bikaner House. All publicity material bearing the logo of Bikaner House must be shown to the management and published only after prior written approval from management.

Bikaner House may solicit invitation to its members & staff (BHMS team, EC/GB members) from the organisers for the events held within its premises.

10. Vendors & Catering

If required, Bikaner house maintains a list of vendors /caterer/printer/fabricator etc. details on the request of the organizer. The organizer can directly deal with such vendors without involving Bikaner House. However, the organizer shall be permitted to have the vendors of their own choice also. In case of a new caterer, a meeting must be fixed with Bikaner House team at least 2 weeks before the event. Other than the recommended vendors, only those vendors who hold ample experience in organizing standard events shall be entertained in Bikaner House. Vendors shall adhere to all rules and regulations of Bikaner House (Fire safety, hygiene etc.)

11. Guidelines for service of Liquor

In case the liquor is proposed to be served for any event, the organizer shall obtain the mandatory liquor license as per the rules and submit to Bikaner House before the start of the event. Only such service of items as mentioned in the license shall be permitted.



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12. **Housekeeping**

Housekeeping is responsible for basic upkeep and maintenance of the space. Extra security or housekeeping/ technicians (carpenters, electricians etc) can be hired directly by the organisers.

13. **Entry for delivery vehicles**

Any movement of delivery related to the vehicles shall be intimated 24 hrs in advance so that security may be briefed. In case the hired transportation does not hold valid permit for access to central vistas, the organizer shall request for permission from the DCP traffic. If required, Bikaner House may facilitate the process.

14. **Clearances**

The organisers should obtain all mandatory clearances from the concerned authorities, i.e.; Police, NDMC, fire clearances, security, insurance, traffic arrangements, PPL and the liquor license, and a copy submitted to Bikaner House office in advance.

15. **Logo of Bikaner House**

All publicity material bearing the logo of Bikaner House must be shown to the management and published only after prior written approval from the management.

16. **Liabilities & Indemnification**

The organizers will hold responsibility for the safety of their team, the invited guests, and the structure in the event of any accident. The organiser shall comply with all state/central laws

17. **Access to Common Spaces & Parking Facility**

In case of simultaneous events held in the same building/floor, the access to common spaces such as reception, staircase, entrance, parking etc. will be availed by both the entities. (**Parking Guidelines – Annexure2**)

18. **Strictly Prohibited**

No smoking/spitting in public space shall be permitted. No inflammable material or firearms shall be allowed inside the premises.

19. **Taxation**

All taxes, (such as, GST, Entertainment Tax, and any other relevant tax) shall be incurred by the organizer.

20. **Documentation of the Event**

The organizer may submit a copy of the documentation (including photos and videos) of the event to Bikaner House.



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Please Note:

- The management reserves the right to postpone/ cancel the exhibition/ programme without assigning any reason whatsoever.
- In such case, the booking payment will be refunded; however, no claim for compensation will be entertained. The organizers will be solely responsible for any civil or criminal liabilities arising out of and during the exhibition/programme/event organized by them.
- The organizers will be solely responsible for any civil or criminal liabilities arising out of and during the exhibition/programme/event organized by them.
- Bikaner House will not be responsible for any untoward incident during or due to the event

I/We have read the above terms for hiring the space at Bikaner House and sign the same will full knowledge, authority and awareness.

Bikaner House may retain the refundable security deposit +G.S.T., should the above-mentioned terms and conditions not be complied with.

Please sign below in order for your booking to be confirmed:

(Signature)
ORGANISER
Name: ty
Designation:
Organization:
Date: