How to Book Spaces at Bikaner House

1. Once you log onto the home page, scroll down and click on the [**CREATE BOOKING REQUEST**] button. A booking request form will open on a new tab.

BASIC INFORMATION

Booking For

Select Booking For

Name of Individual/ Organization

Contact Person

Mobile Number

Email-ID

Name & Address of Organization (for Invoice)

GSTIN (for Invoice)

Event Format

Select Event Format

Brief Description (Please mention)
  1. Name of the event
  2. Brief description of the Event (Mention about, concept/ curatorial intent)
  3. Participants (Please include short profiles of the artists/craftspeople involved)
  4. Note on Organizer/s

2. Start with the **Booking For** information – are you booking as an individual (artist/ organiser) or as an organization (gallery/ institution/ government agency/ group)?

3. Enter the name of the individual or organization.

4. Please submit the name, mobile number and e-mail ID of the contact person to be contacted for all future communication pertaining to the event.

5. **Name and Address of Organization:** Please enter the official/ legal name of the individual/ entity and postal address. This information is needed for invoicing purposes and for GST details.

6. **GSTIN (for invoice):** The GSTIN number is required to create the invoice and to file for GST returns. Please type in your GSTIN number if you have one. If not, please leave this column blank.

7. **Event Format:** Please choose the type of event you wish to hold. Choose the **Other** option if your event type is not listed, to provide details. Please note: private dinners and private functions like weddings, engagements, birthdays or private parties are not permitted at Bikaner House.

8. **Brief Description:** Please include the name of the event, a 150-200 word description, list of participants and a 100 word note on the organizers.

9. Please enter the name of the venue you would like to book within Bikaner House. If you would like to book multiple venues, you can use the "Add New" button to add venues. Venues must be booked for consecutive days. You can look at the Venues tab for details of individual spaces and the hiring charges.

VENUE DETAIL

Name of Venue	Date From	Date To	No of day	Per Day Charges	Amount
Select Place ⌄	dd/mm/yyyy 🗓	dd/mm/yyyy 🗓	0	0	0

ADD NEW

10. Similarly, please enter any installation and dismantling dates required. These dates should fall right before or after your exhibition dates and no gaps are permitted.

INSTALLATION DETAIL

Name of Venue	Date From	Date To	No of day	Per Day Charges	Amount
	dd/mm/yyyy 🗓	dd/mm/yyyy 🗓	0	0	0
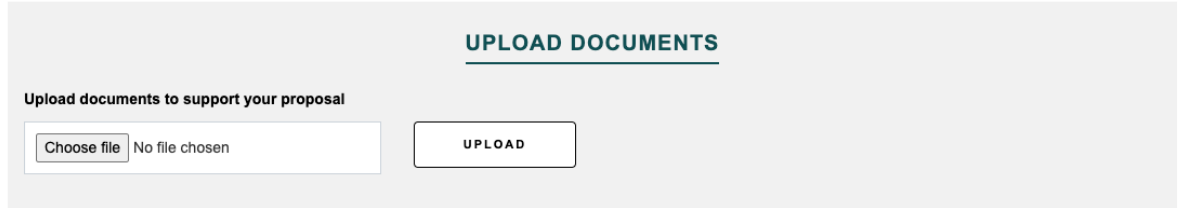
DISMANTLING DETAIL

Name of Venue	Date From	Date To	No of day	Per Day Charges	Amount
	dd/mm/yyyy 🗓	dd/mm/yyyy 🗓	0	0	0

11. If your selected dates are not available, you will see a pop-up notification. You can also Check Availability before you make your booking.

12. Please see the **Total Payable Amount** before you finalize your booking request.

13. Upload any supporting documents in PDF format. These could include links to images, artist bios or archival material.

UPLOAD DOCUMENTS

Upload documents to support your proposal

Choose file | No file chosen   UPLOAD

14. For further queries, please contact our Programmes Team at +91-93102 17773

15. Booking confirmation is subject to approval from a competent authority/committee. Your proposal will be reviewed within 15 days of receipt. After receiving approval, please deposit the booking advance within 15 days to confirm your booking.