

For bookings longer than a week :

9. Duration From * _____

Example: January 7, 2019

10. Duration To * _____

Example: January 7, 2019 _____

11. Name of the Individual/Institute/ Organization :

(Please note that invoice and refund will be issued in this name only)

12. CHARGES *

Check all that apply.

- 1hr to 4 hrs = 7000/-
- 5 hrs to 7 hrs = 7500/-
- 7 hrs to 8 hrs = 8500/-
- 8 hrs to 10 hrs = 10000/-

Please note that all amount will have additional 18% GST.

Additional electricity charges (actual) will be charged for more than 8 hours

13. Other Facilities Charges

Check all that apply.

- Banner at the Gate = 250/-
- PVC Round Table = 25/- (per piece)
- PVC Chairs = 10/- (per piece)
- Help (attendant/electrician or any other) assistance needed Rs. 2500 (for 8 hours)
- Other: _____

14. All categories need to be related to nature and wildlife conservation, Education and sustainability theme *

Check all that apply.

- Painting
- Photography
- Clothing and Textile
- Jewellery
- Literature/Book launches
- Home Decor
- Sustainable Beauty and Lifestyle products/Sculptures/Art
- Sustainability themed projects/products/activities
- Eco friendly festival related products
- Greening your space/indoor plants/gardening
- Exhibitions (Schools/Colleges) Thematic exhibition

15. Terms and Conditions of Booking *

1. CEE reserves the right to accept or reject the requisition without assigning any reason.
2. The facility cannot be used for commercial purposes (e.g. ticket shows, sponsorship, etc).
3. Booking will be accepted only on Payment of security deposit
4. Booking is not transferable to anyone other than accepted party.
5. A note on details of the programme has to accompany this Requisition.
6. Full payment has to be made in advance of every month (prior to 5th day). In addition to the prescribed charges, caution money deposit will be charged by CEE as per duration of booking. This deposit amount will be returned within 2 weeks of the event. In case of any damages to furniture or fixtures, the amount as ascertained by CEE will be deducted from the deposit amount.
7. GST as applicable will be charged.
8. Cheque may be drawn in favor of “ **NFD CEE A/c Studio** ”
9. OR for electronic transfer – **ICICI Bank, Drive in road branch, Ahmedabad, Saving Bank A/c. No. 006401026925, IFSC Code : ICIC0000064**
10. Booking extension must be applied for one month in advance. Cancellation charges will apply on a case by case basis based on the duration of the booking

11. Subcontracting of space is strictly prohibited.
12. Premises can be used only for specified purpose.
13. All promotions must be done only on prior approval from CEE
14. Unless otherwise confirmed by CEE in writing, announcement of the venues shall not be done.
15. For the preparatory arrangements the Gallery will be available only two hours before the booking slot.
16. In case of bookings of more than one month, gallery will be available for preparations only with prior permission for a limited period only.
17. Organizers must ensure that facilities are used properly. The premises must be kept clean and litter free. Venue should be handed over back in proper condition. Arrangements must be made for clearing organic waste. Please note that any other waste must be carefully disposed off campus.
18. Smoking, Chewing of Tobacco/pan and spitting on the campus is prohibited and a fine of Rs 1000/- will be deducted from caution money.
19. Any temporary modification proposed to the gallery space must be submitted in writing for signed approval by the designated CEE authority
20. All banners, posters, etc. if any should be removed before vacating the venue.

We have read the above information and we agree to the above Terms and Conditions.*

Signature

Date