

A. Revised Booking fee (service and maintenance charges) for auditorium .

Sr. No.	Booking Time of Auditorium	Booking fees for Central Ministries/Departments /c educational institutions funded by /the Central Govt.	Booking fees for Non-Government organizations promoting Art & Culture and having without any political affiliation.
1.	Full day(10.00AM to 5.00 PM)	Rs.30,000/-.	Rs.40,000/-
2.	Forenoon (10.00 AM to 1.00PM)	Rs. 15,000/-	Rs.25,000/-
3.	Afternoon(2.00PM to 5.00PM)	Rs.15,000/-	Rs. 25,000/-
4.	Evening (5.00 PM to 8.00 PM) New Proposal	Rs.15,000/-	Rs.25,000/-
5.	Security deposit (Refundable)	Rs,15,000/-	Rs.25,000/-

The booking will be further subject to following conditions. :

Conditions:

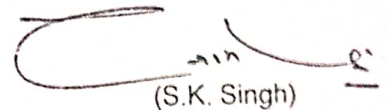
1. All rights for booking of auditorium in all cases such as Government Organization, Non-government Organization and organization other than Govt., and Non-Govt-Organization shall rest with the Director General National Museum.
2. No charges will be levied for holding any function organized by the National Museum, Ministry of Culture and other Department under the Ministry of Culture.

3. Tea/Snacks can be served by the organization to whom the auditorium has been rented in the inner foyer (courtyard) of the National Museum (1st phase) building only.
4. All payment is to be made in advance either by draft issued in favour of DDO, National Museum, New Delhi or by RTGS/NEFT to Account No3525201000007 IFSC Code CNRB0003525 of Ministry of Culture. Government Department can make payment on bill basis, provided the payment is released within 15 days from the date of holding the function.
5. Security deposit as per the prescribed rate is to be deposited along with the booking fees for the Auditorium. Security deposit can be accepted in any form except NEFT/RTGS mentioned in rule 3. Security deposit will be released after completion of the programme in the auditorium.
6. All rights to cancel the booking in the public interest without assigning any reason shall rest with the Director General, National Museum/Ministry of Culture.
7. The application for booking of the auditorium shall ordinarily be made at least a month before the day on which the auditorium is needed by the party.
8. On the acceptance of application by the authority of the National Museum, the booking fee i.e. for service and maintenance charges shall be deposited at least a week before the date of booking of the venue. The reservation may automatically cease, if payment is not made as above.
9. The Director General or any other officer of the National Museum authorized by him/her on his/her behalf after scrutinizing the applications may accept or reject them without assigning any reason.
10. The security deposit amount if not collected by the party within one year of the programme shall be forfeited, without any notice.
11. From the "security deposit" such sum shall be deducted as is needed to cover up the cost of damage to building, furniture, fitting, electrical installations etc.
12. No programme shall be allowed which would constitute an infringement of copyright of any individual or institution.
13. For any public performances, if a licence permit has to be obtained, the client/ party will be responsible therefor
14. The applicant shall not transfer his permit or sublet any portion of the hired accommodation.
15. Smoking, drinking, spitting, committing nuisance of any kind is strictly prohibited in the National Museum premises by the client.
16. Use of loudspeakers either inside or outside the Museum building is strictly prohibited.

17. While organizing dance or music performance the requisite light and sound systems should be arranged by the client/party.
18. The National Museum will not be held responsible for any injuries/accident sustained by the participants or visitors in connection with the programme as organized by the client/party.
19. The client will follow all rules of National Museum at all times as not touching any artefact sculpture, spitting, making noises etc.
20. All the materials required by the party/client shall be allowed entry with proper challans and other documents between 10.00 a.m. and 5.00 p.m. No material should be allowed to be taken out without gate pass.
21. The National Museum auditorium will not be booked beyond office hours i.e. 06.00 p.m. onwards due to security reasons unless specifically approved by Director General / Ministry of Culture in exceptional circumstances.
22. The National Museum shall have full discretion in the issue of gate passes, subject to clearance of all arrear dues by the Museum.
23. Any dispute shall be settled by the Director General, National Museum. His decision will be binding on the party.

This issues with the approval of Secretary (Culture).

Yours faithfully,



(S.K. Singh)

Under Secretary to the Govt. of India  
Tel-23380136

## SOP for National Museum, New Delhi Auditorium Booking

### 1. Inquiry for Booking NM Auditorium

All emails and calls may be directed to the Lecturing & Education Department of the National Museum, New Delhi.

#### • Contact Details

Phone Number

Email id :

[educationnationalmuseum@gmail.com](mailto:educationnationalmuseum@gmail.com)

AND

[nm-education-culture@gov.in](mailto:nm-education-culture@gov.in)

### 2. Conditions

- All rights for booking of auditorium in all cases such as Government Organization, Non-government Organization and organizations other than Government and Non-Government Organization shall rest with the Director General, National Museum.
- No charges will be levied for holding any function organized by the National Museum., Ministry of Culture and other Department under the Ministry of Culture.
- The following booking fee (Service and maintenance charges) will be applicable

Sl. no.	Booking Time of auditorium	Booking Fee (Central Ministries/ Departments, I/C Educational Institutions funded by/the Central Govt.	Booking Fee (Non-Government Organizations promoting Art & Culture and having without any political affiliation
1.	Full day (10:00 am- 5:00 pm)	Rs. 30,000/-	Rs. 40,000/-
2.	Forenoon (10:00 am – 1:00 pm)	Rs. 15,000/-	Rs. 25,000/-
3.	Afternoon (2:00 pm to 5:00 pm)	Rs. 15,000/-	Rs. 25,000/-
4.	Evening (5:00 pm to 8:00 pm)	Rs. 15,000/-	Rs. 25,000/-
5.	Security Deposit (Refundable)	Rs. 15,000/-	Rs. 25,000/-

- The National Museum auditorium will not be booked beyond office hours i.e.06:00 pm onwards due to security reasons unless specifically approved by Director General/ Ministry of Culture in exceptional circumstances.

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All emails and calls may be directed to the Lecturing & Education Department of the National Museum, New Delhi.

#### • Contact Details

Phone Number

Email id :

[educationnationalmuseum@gmail.com](mailto:educationnationalmuseum@gmail.com)

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### 2. Conditions

- All rights for booking of auditorium in all cases such as Government Organization, Non-government Organization and organizations other than Government and Non-Government Organization shall rest with the Director General, National Museum.
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5.	Security Deposit (Refundable)	Rs. 15,000/-	Rs. 25,000/-

- The National Museum auditorium will not be booked beyond office hours i.e.06:00 pm onwards due to security reasons unless specifically approved by Director General/ Ministry of Culture in exceptional circumstances.

- Tea/Snacks can be served by the organization to whom the auditorium has been rented in the complex of the National Museum near Gate No.1
- *No snacks and tea will be served inside the auditorium.*
- The renter will ensure that the museum area near gate number 1 is cleaned after the event and should be litter free.
- The booking is limited to the usage of auditorium space only; hence the renter will not use the space outside the auditorium/ foyer. Permission should be taken from the NM authority if the foyer needs to be utilized. This is subject to approval only.
- Payment of booking fee will be accepted through a Demand Draft, issued in favour of DDO, National Museum, New Delhi or by RTGS/NEFT to Account No 3525201000007 IFSC Code CNRB0003525 of Ministry of Culture. *Government Department can make payment on bill basis, provided the payment is released within 15 days from the date of holding the function.*
- Security deposit as per the prescribed rate is to be deposited along with the booking fees for the Auditorium. Security deposit can be accepted in any form except NEFT/ RTGS mentioned in rule 3. Security deposit will be released after *completion of the programme in the auditorium.*
- The right to cancel the booking in the public without assigning any reason shall rest with the Director General, National Museum/ Ministry of Culture.
- The application for booking the auditorium shall ordinarily be made at least a month before the day on which the auditorium is needed by the party.
- *On the acceptance of application by the authority of the National Museum, the booking fee i.e. for service and maintenance charges shall be deposited at least a week before the date of booking of the venue. The reservation may automatically cease, if the payment is not made as above.*
- The Director General or any other officer of the National Museum authorized by him/ her on his/ her behalf after scrutinizing the application may accept or reject them without assigning any reason.
- The security deposit amount if not collected by the party within one year of the programme shall be forfeited, without any notice.
- From the 'security deposit' such sum shall be deducted as is needed to cover up *the cost of damage to building, furniture, fitting, electrical installations etc.*
- No programme shall be allowed which would constitute an infringement of copyright of any individual or institution.
- For any public performances, if license permit has to be obtained, the client/ party will be responsible therefore.
- *The application shall not transfer his permit or sublet any portion of the hired accommodation.*

- Smoking, drinking, spitting, committing nuisance of any kind is strictly prohibited in the National Museum premises by the client.
- *Use of loudspeaker either inside or outside the Museum building is strictly prohibited.*
- While organizing dance or music performance, the requisite light and sound system should be arranged by the client/party.
- The National Museum will not be held responsible for any injuries/accident *sustained by the participants or visitors in connection with the programme as organized by the client/ party.*
- The client will follow all rules of the National Museum at all times as not touching any artifacts, sculpture, spitting, making noises etc.
- All the materials required by the party/ Client shall be allowed entry with proper *challans and other documents between 10:00 am and 5:00 pm. No material should be allowed to be taken out without proper permission.*
- The National Museum shall have full discretion in the issue of gate passes. Subject to clearance of all arrear dues by the Museum.
- Any dispute shall be settled by the Director General, National Museum. *His/ Her decision will be binding on the party.*

### 3. ACCESS CONTROL NORIMS & SECURITY REQUIREMENT FOR ORGANIZERS.

- Organizers are required to send the following details three days in advance to *National Museum and copy of the same may be forwarded to Dy. Commandant, CISF Unit National Museum New Delhi.*
  - a) Letter of authority from the officer in whose name the accommodation is booked. If he/himself is not conducting the arrangements for the meeting, Name & Specimen signature of authorized person must be mentioned in the *authority letter.*
  - b) A complete list of Delegates/Invites attending the conference along with their address & list of organizing staff.
  - c) Sample of badges duly signed either by the organizers himself or by any other person authorized by him. The badges should be serially numbered.
  - d) *Sample of invitation card, should consist security instruction. (Not photo Copy)*
  - e) Copy of minute to minute program.
  - f) List of articles to be brought inside the building by the organizers.
  - g) Details of photographic equipments & photographers required to enter the *building for the function.*
  - h) A copy of the clearance certificate issued by DCP Security.
  - i) A copy of the letter informing DCP (Traffic).

- j) A copy of dais plan.
- It will be the responsibility of the organizers to escort the visitors in and out of the building by deploying sufficient staff.
  - Delegates/Invitees should be advised not to bring any electronic item, binoculars, arms, ammunitions, eatable, drinks, etc... As they would not be allowed inside the hall and also no arrangement can be made for the safe custody of such articles.
  - Visitors should be advised to carry a valid photo-ID(Aadhar, Voter ID and Passport)
  - CISF staff is authorized to search & frisk the person and baggage Enter/Exit in to the building. Person shall be frisked every time they Enter/Exit the building.
  - Articles brought in by the organizers will be allowed to be taken out on the basis of written authority letter signed by the organizers or a person nominated by him/her for this purpose. A list of item duly signed by authority may be submitted will in advance.
  - Entry in to the building without a valid pass is an offence and action will be taken against the defaulters.
  - Organizer should specify whether Press/Media is required to cover the program or otherwise. Photographers/camera persons accredited by PIB will only be permitted. Media personnel to be regulated & seated by organizer.
  - Vehicle is not allowed inside the National Museum. Exceptions are VVIPs to park vehicles at a specified place already decided.
  - During meeting any kind of civil, electrical maintenance work shall not be permitted. However, speakers and other temporary electrical fittings, which are essential for the programme may be permitted.
  - Once Meeting/Programme is started, no person shall be allowed to enter the auditorium hall except on recommendation by the authority designated.
  - Representative on behalf of organizer shall stay till Anti sabotage check clearance given by CISF.
  - Specify in advance about member of especially abled persons invited for the programme.
  - To avoid last minute rush, entry of participants should start one hour before the commencement of programme.
  - A list of personnel escorting VVIPs/VIPs from entrance should be intimated along with VIP list respectively.
  - Covid-19 protocols to be regulated & followed by organizers as per laid down guidelines from GOI.