

Booking Procedure

To Book CCRT Art Gallery send us a proposal addressed to:

Director

Centre for Cultural Resources and Training (CCRT),

Plot No.15 A, Sector 7, Dwarka

New Delhi -110075

Telephone: 011- 25309300, Extn: 319 and 331

Email: dir.ccrtnic.in

The proposal must include:

For Solo Show - Application, Profile / Bio-data, 6 Images

For Group Show – Concept, List of Artists, Brief profile of Artists, 2 art work images of each artist

For Sponsor Show – Concept, Gallery Profile, 10-15 artworks Images

Hiring Charges for Gallery:

Exhibition of Visual Arts, Crafts, Artifacts and Antiques etc.(For gallery per week)

Solo Show : ₹ 10,000/- (Inclusive of GST @ 18% -9% SGST & 9% CGST)

Group Show : ₹ 15,000/- (Inclusive of GST @ 18% -9% SGST & 9% CGST)

Sponsored Show: ₹ 20,000/- (Inclusive of GST @ 18% -9% SGST & 9% CGST)

Chairs: 06 chairs would be given free of charge on opening day only. Additional chairs would be charged at the rate of ₹20/-per chair per day. There may be charge Rs. 100 for the oil lamp during the inauguration of the show.

- Note: The Galleries cannot be booked for a period of more than seven days at a time.
- Our expert committee will review your proposal and reply within a fortnight from the date of submission of the proposal.

Please note: **Centre for Cultural Resources and Training will have** the rights to accept or reject the proposals. By submitting a proposal, exhibitors/ artists cannot claim to the desired dates at the gallery, even though the dates might be available.

Once it is offered the dates, you will be required to make 50 percent advance payment to confirm the booking within one month of the receipt of our letter. Artist/Applicant/Agencies will have to fill a form with terms and conditions, attached along with this booking procedure.

All the cheques/DD will be made in the favour of “General Grant in aid Account CCRT”, New Delhi.

Terms and Conditions for hosting an event

- i. The entire exhibition is subject to approval by the Competent Authority, CCRT. Permission will have to be taken for provocative works of art. The CCRT reserves the right to have such works taken off.
- ii. Bookings are nontransferable.
- iii. Application form has to submit at the time of booking.
- iv. Controversial works of art will not be permitted. The required permission has to be taken from the CCRT. The gallery reserves the right to have such works taken off.
- v. No liquor or tobacco sponsorship is allowed. CCRT premises is a no smoking zone.
- vi. It is required to obtain a permission slip from the gallery office before setting up the event
- vii. Gallery will be handed over for exhibition at 10:00 pm the previous evening for setting up the event.
- viii. Splashing of colours nailing, pasting on the walls and floors is strictly not allowed. If any sort of damage is caused intentionally or otherwise to the gallery hall or its installation/equipment/furniture etc., the allottee/exhibitor shall have to compensate for that before vacating the gallery. Rangoli/Alpana etc. is not allowed inside the gallery or at entrance.
Adequate poster / banner space would be provided to the exhibitor.
- ix. In a solo show, the artist has to display exclusively his/her works in the gallery(ies). If it is found that for solo show or group show, any artist(s) has used the name of any curator/sponsor/art organization/NGO/foreign cultural mission/embassies or any such body in their invitation card, catalogue, media, poster, ad. Material etc., then show will be treated as Sponsored and gallery booking fee will be charges accordingly.
Hand gloves should be used while hanging and removing painting. Shabby marks if found on the wall, the user of the gallery will be penalized and an amount to repaint the wall will be collected from the user. Wooden cases, sculptures etc. should not be dragged on the floor (the nails etc. damage and scratch the flooring materials).
- x. CCRT is not responsible for the loss or damage to the personal belongings of the exhibitor / visitors . CCRT do not provide any storage space for the exhibits
- xi. The Gallery should be clean and vacated by 7:00 pm on the last day of the show
- xii. A responsible attitude towards the property of the Gallery or CCRT is expected from you. Please note that in case of damage to doors, walls, windows (breakage of glass, hammering of nails, sticking on walls) or floor (staining or cracking) will result in our disbanding the exhibition and charging you for damages.

Strictly ensure that no exhibit shall be affixed on the walls with nails, staples, glue, tape etc.

(1) Payment:

An advance of 50% of the total booking amount needs to be paid to confirm your booking.

Payment has to be made vide local cheque/ draft drawn in favour of "Director ,CCRT" payable at Canara Bank, CCRT Branch, NewDelhi and paid at the CCRT. Complete balance payments must be deposited 15 days prior to the show.

(2) Cancellation:

Cancellation before 3 Month, 50% of the booking amount(without GST) will be refunded. After the 3 Month booking is cancelled, the advance non-refundable.

(3) Timings:

The Art Gallery from 10 : 00 a.m to 7 : 00 pm seven days a week. However the CCRT office is open for public dealing from 09.00 am to 05.30 pm, Monday to Friday.

(4) Security:

Gallery attendant will be deputed at the gallery space from 09.00 am – 07.30 pm. Beyond these hours, should the exhibitors want added security, a guard may be recruited from the CCRT for an 8hr shift at the rates applicable at that point.

The CCRT must be informed at the time of booking of any schedule visits by VIPs. The visit must be scheduled after the approval from the Gallery Office. It is to be noted that any additional cost incurred in such proceedings shall be borne by the exhibitors.

(5) Assistance:

CCRT can not offer any help or assistance for mounting or dismantling the exhibition. We can arrange for labour for you, only if you inform us a week in advance. Payments for labour to be made in cash only.

Staff of the CCRT may help the exhibitors in hanging the paintings and organising their show, which is not obligatory. Electric, electronic, any other gadgets or items of any kind using electricity points in the CCRT gallery/premises are not allowed without prior written permission of CCRT. Exhibitors will not use in any manner, other space in the premises of the Gallery excepting the gallery allotted without the written prior permission of CCRT.

(6) Requirements:

Please furnish your list of requirements in the attached form to the Visual Arts Gallery Office, one week prior to your show.

Gallery will provide you free of charge:

6 chairs

1 tables

Hooks

Any material required apart from the hooks such as nylon thread, is to be brought by exhibitors themselves. Kindly use gloves while handing and removing the paintings. Hooks and gloves are available with the Gallery In-charge.

You will be charged Rs 100 for the oil lamp during the inauguration of the show.

(7) Closing the show:

The Exhibitor is requested to comply with the following :

The exhibition should close by 5 : 00 pm

The gallery must be vacated by 7 : 00 pm

The gallery will be checked by the CCRT staff at 7 : 00 pm

Incase there is any damage or any marks on the wall the exhibitors will be charged for repainting the entire area, or they will have to repaint the entire wall at their own cost.

Please note that failure to comply with the above will entail in the forfeiture of the entire security deposit amount.

(8) Exit Slip:

During an exhibition, removal/ moving of exhibits from the Gallery shall be permitted by the security only after you obtain valid exit slip (gate-pass) from the Gallery Office. In case the exhibition ends on a holiday, this pass must be collected earlier from the office. The exit slip will be issued only after all your dues are cleared.

(9) Use of CCRT logo:

The Exhibitors are not allowed to use the CCRT logo in the invites or posters without the permission of the Director CCRT.

Contravention or non adherence of any of the terms and conditions contained hereinbefore shall result in cancellation of allotment of the gallery, suspension and closing down the show without notice and leading to penalty and other recourses as the CCRT may consider and deem fit & proper.

(10) Promotional material:

We do not advertise or do media relations works for any of the shows/ events organized at the CCRT Art Gallery. However the organizers/ exhibitors are requested to give a clear indication of the nature of the exhibition and other promotional information, including posters, catalogue, photographs, press releases and invitation cards etc. to the CCRT office 30 days prior to the event to facilitate inclusion in the CCRT website. The CCRT reserves the right to use or edit the information provided.

(11) Visitors Book:

You are required to bring your own Visitor's Book, and give us the Photostat copy of the same. Please note that the exit slip will not be given till this too is done.

(12) Copyright:

You are required to give us the copyright of the images of the exhibited works for one time, non-commercial use for the purpose of in-house documentation. Due credit will be given for the images used by the CCRT.

(13) In case of any queries, please get in touch with us two weeks prior to your event. No queries will be entertained on the day of the show.

(14) Please note: In case the exhibitors or their associates misbehave with the gallery staff, the show/ event is liable to be cancelled with immediate effect.

The CCRT will not be responsible for any damage done to the artworks during the exhibition.

The office staff or peons will not be available to carry artworks back and forth or display them at anytime of the day or do any other work related to the exhibition.

Use of the office & office stationary will not be available for exhibitions.

Use of double sided tape on walls, nails placed on walls, the requirement of extra lighting and open wiring will not be permitted for the hanging of an exhibition in the gallery.

The gallery closes at 7:00 pm everyday & cannot be allowed to remain open for longer periods.

(Dr. Sandeep Sharma)
Gallery In-charge
CCRT