



## **Ranga Shankara Rules and regulations:**

**While booking all troupes/companies/organisations should bear in mind that Ranga Shankara is not responsible for any copyright infringement on the part of the troupe. It is mandatory for the troupe/company/organisation/ to produce consent or license from the playwright/or the license holder or other agreement/documents from concerned authorities.**

### **Theatre rent.**

Rs 2500 per show + 10% of the total ticket sales + Rs 1000 refundable deposit.

### **A. Booking and Cancellation.**

1. Ranga Shankara can be booked only for performances of plays.
2. To make a booking of Ranga Shankara, the troupe/company/organisation must fill the form, available on our website [www.rangashankara.org](http://www.rangashankara.org), and submit the application, online.
3. All columns in the form should be filled.
4. The troupe/company/organisation needs to mention its preferred dates of booking. The dates to be specifically mentioned. A troupe/company/organisation can give three of its preferred dates.
5. It is mandatory to have two shows on weekends (Saturdays and Sundays) at 3.30 PM and 7.30 PM.
6. The rental mentioned is for the use of the auditorium only. Use of any additional space in the building for any theatrical purpose, will be charged extra. The prevailing rates may be checked with the office.
7. Bookings are confirmed only on payment of full rental amount and deposit in cash or on realisation of the cheque.
8. The payment needs to be made at least 45 days before the allotted date, failing which the provisional booking will be cancelled without any intimation.
9. In case of a cancellation 30 days or more before the scheduled show date, the troupe will be offered an alternative date for performance, subject to the availability in subsequent months not exceeding three months from the date of the first booking.

10. In case of cancellation within 30 days of the show date, the rental already paid shall be forfeited and only the deposit will be refunded. No alternate dates will be offered.
11. The booking cannot be transferred/exchanged by any troupe/company/organisation, unless agreed upon in writing from Ranga Shankara.
12. The troupe/company/organisation hiring the theatre should perform its own production, and is not allowed to hold/curate performances of other troupe/company.
13. A troupe/company/organisation cannot book Ranga Shankara for any festival.
14. All cheques should be made in the name of **The Sanket Trust - Account Ranga Shankara**. Bank details for the transfer are:
  - Account name: The Sanket Trust A/C Ranga Shankara.
  - Bank: Canara Bank, J P Nagar 2nd Phase Branch
  - Account number: 0492101020154
  - IFSC code: CNRB0000492
15. All shows must start at 7.30 PM. In case of multiple shows, the timings are 11.00 AM and 3.30 PM.
16. The auditorium is to be used by a troupe/company/organisation for setup, rehearsal and staging of plays only. The auditorium is not to be used for discussions, interactions or for any other activity.
17. The greenrooms and auditorium have to be vacated within 90 minutes after the show, failing which a sum of Rs 500 per hour (or part thereof) will be charged additionally.
18. The use of generators for any reason other than running the show during a power failure, will be charged extra.
19. Generator is used only as a backup power source, whenever power fails. If the troupe/company/organisation wishes to run the show completely on generator, in spite of power being available, additional charges towards running the generator would be applicable. Prevailing rates can be checked with the office.
20. The theatre shall be provided 6 hours before any show. In case the troupe requires the same earlier, a sum of Rs 500, per hour, will be charged additionally.
21. Use of auditorium for technical rehearsal will be charged at Rs 750 per hour. In case the generator is needed for such rehearsal, it will be charged, on hourly basis.
22. If the material has to be brought in on the previous day, prior permission is required.
23. The troupe/company/organisation needs to make its own arrangements for stage furniture. No furniture from Ranga Shankara office/foyer will be provided.
24. No furniture from the green room or the foyer or cafe is to be moved.

## **B. Ticketing.**

1. Tickets can be priced between Rs 50 and Rs 500 only.
2. Only one denomination of ticket, per show, is permitted.
3. The troupe/company/organisation should handover a minimum of 110 tickets per show to the box office at Ranga Shankara. Of these, 10 tickets are for the management.
4. In case any troupe/company/organisation requires advance booking facility, Ranga Shankara shall do so for three days prior to the show, for a charge of Rs 100 per day of the advance booking.
5. The Box Office collection with accounts will be handed over to the troupe/company/organisation on the day following the end of the run of all shows. All charges for advance ticket sales, extra charges incurred in the auditorium towards extra lights, extra air conditioning and electricity/generator charges will be deducted from this amount. The timing of this settlement will be between 11.00 AM and 2.00 PM only.
6. The ticket counter will operate between 10.00 AM and 12.00 noon and from 3.00 to 7.30 PM. Monday is a holiday.
7. Troupes/companies/organisations must print their own tickets and hand them over to Ranga Shankara office at least one day before the show or opening of the advance bookings.
8. All tickets shall have two perforations. All tickets should be serial numbered from 1 to 320. All rules of Ranga Shankara should be printed, legibly, on the face of the ticket. The tickets should be bound and pinned. Tickets that do not conform to the above specifications, may not be accepted and consequently staging of the show will not be permitted.
9. The following rules should be printed on the face of the ticket:
  1. Auditorium doors close at 3.30/7.30 PM.
  2. Latecomers are not allowed and no refund on tickets.
  3. Children below the age of 8 (eight) years not allowed in the auditorium, unless the play has specific audience discretion.
  4. No eatables, beverages and photo/video recording allowed inside the auditorium.
  5. Free seating.
  6. Use of mobile phones and laptops is prohibited inside the auditorium.
10. Online ticket should only be on Bookmyshow.com
11. Online ticket distribution, during the show, is to be handled by the performing troupe/company/organisation.
12. In the event of a troupe/company/organisation printing more than 320 tickets, the additional revenue will accrue to Ranga Shankara and such a team shall be barred from applying in future.

### **C. Allotment of dates.**

1. The applicant may book any number of dates, subject to a maximum of 6 consecutive days, for 8 shows.
2. Allotment of more days is at the discretion of The Sanket Trust.
3. Ranga Shankara holds the right of allotment of dates.
4. Ranga Shankara shall announce the date allotments every month-end for the subsequent month.

### **D. Technical Facilities available at Ranga Shankara.**

1. Ranga Shankara shall offer a total of 20 lights to the performing troupes, per show. Usage of extra lights will incur an extra cost of Rs 150 per show, per light.
2. Special lights will be charged extra. Prevailing rates can be checked with the office.
3. Any extra lights outsourced for the show will also be charged at Rs 150 per light per show.
4. At the time of booking or 7 days before the scheduled show, the troupe/ company/organisation must inform Ranga Shankara of any additional light and other technical requirements.
5. Air-conditioning shall be made available 30 minutes before the show begins, till the end of the show. In case the duration of the show exceeds beyond 150 minutes, Rs 500 towards air conditioning will be charged, additionally.
6. Usage of any live fire on stage is strictly not allowed and if the production design requires such fire, the technical team must be informed prior to the set up and Ranga Shankara's decision in this matter shall be final.
7. The usage of microphones is strictly not allowed. The auditorium is well equipped with a modern sound system that can be used for playing sound effects, through CD players or computers.
8. Amplification for musical plays may be brought in after prior discussion and approval of Ranga Shankara.
9. Use of live firearms in the auditorium is not allowed at all.
10. In an event of the production design needing the use of ultra-violet lights, strobe lights, haze/fog/smoke machine, the same should be informed while filling the application. The troupe/company/organisation must announce, to the audience, the use of such machine, before the show begins.
11. The pathways and aisles leading to the fire exits cannot be blocked and no set or property can be placed on the pathway/aisle leading to the four fire exits.
12. No eatables are allowed in the auditorium, unless required in the production. The cast members are to use designated space for refreshments.

## **E. Miscellany.**

1. Troupes will be allowed to put up their publicity material only at specified spaces and notice boards at Ranga Shankara. For any extra publicity material display, permission must be sought. Usage of flex or any plastic material for publicity is not allowed. Such material, if put up without the knowledge of the concerned staff, shall be removed immediately.
2. All publicity material should be approved by Ranga Shankara before displaying them in the premises.
3. If the troupe/company/organisation wishes to distribute any brochure/ publicity material to the audience at the time of the show, prior permission should be sought from the management. The management reserves the right to allow/charge extra fee for such promotional activities.
4. No private or sold-out shows will be permitted. All shows must be open to general public through proper advertisement.
5. Ranga Shankara discourages any payments/tips/gifts to any of its staff members or agencies employed by Ranga Shankara.
6. Troupes will ensure that members of the audience do not step onto the stage either before or after the show for meeting the troupe members or for any other purpose.
7. Keeping the premises and the backstage clean is the responsibility of the troupe/company/organisation hiring the auditorium.
8. Any damage to the stage, properties of Ranga Shankara, during the set up or the show, is the responsibility of the troupe/company/organisation and will be charged.

## **F. Sponsorship Rules.**

1. Theatre groups/companies are advised to disclose full facts about their sponsors in the application form. In case the sponsorship is not finalised at the time of booking the theatre, the group/company shall intimate Ranga Shankara in writing immediately on its happening.
2. All publicity material acknowledging the sponsor should be approved by Ranga Shankara before going on display.
3. The troupe/company/organisation is not allowed to use Ranga Shankara logo on any of its publicity material. Ranga Shankara will take back all such material.

***These rules are subject to change without prior notice. And Ranga Shankara's decision in this regard is final.***