

Ranga Shankara

Rules and Regulations

Booking Rates:

Ticket rate	Rental per show + Service Tax
Rs. 50/- or below	Rs. 2500/- & Rs. 1000/- as refundable deposit per show
Rs. 51/- & above	Rs. 2500/- Rs. 1000/- as refundable deposit per show plus 10% of total ticket sales
Rs. 201/- & above	Rs. 2500/- Rs. 1000/- as refundable deposit per show plus 20% of total ticket sales

Booking & Cancellation:

1. To make a booking at Ranga Shankara, the troupe/ organisation must fill and submit the booking application form completely and clearly.
2. Ranga Shankara can be booked only for **performances of plays**.
3. **If the duration of the play extends beyond 2 ½ hours, an additional sum of Rs 500/- for the auditorium plus Rs. 500/- for AC and electricity will be charged per extra hour (or part thereof) plus the relevant service tax.**
4. The auditorium is to be used by the troupes for setup, rehearsal and staging of play only. The auditorium is not to be used for discussions, interactions or for any other activity.
5. Troupes will ensure that a member of the audience does not step onto the stage either before or after the show for meeting the troupe members or for any other purpose.
6. The greenrooms and auditorium have to be vacated within 1 hr after the show, failing which **a sum of Rs.300/- per hour (or part thereof) will be charged additionally.**
7. Use of Generators for any reason other than running the show will be charged extra.
8. If the entire show has to be run on generator to ensure uninterrupted supply, inspite of power being available then additional charges towards running the generator would be applicable. The prevailing rates can be checked from the office.
9. The rental as above is for the use of auditorium only. Use of any additional space in ground floor or foyers (on any floor) for workshops or any other purpose will be charged extra. The prevailing rates may be checked from the office.
10. Bookings are confirmed only on payment of full rental amount and deposit preferably in cash, or on realisation of the Cheque. Please issue the cheque in the name of **The Sanket Trust-A/c Ranga Shankara**.
11. All shows must begin promptly at 7.30 P.M. **In case of multiple shows the additional timings permitted are 11.00 AM/3.30 PM only.**
12. In case of a cancellation 30 days or more before the show date, the troupe will be offered an alternative date for performance, subject to availability in subsequent months not exceeding 6 months from the date of the first booking.
13. In case of a cancellation within 30 days of the show date, the rental already paid shall be forfeited and only the deposit will be refunded.
14. The booking cannot be transferred/ exchanged by any troupe/ organisation, unless agreed upon in writing by Ranga Shankara.

Troupe Material:

1. Theatre shall be provided 6 hours before any show. In case the troupe requires the same earlier, a sum of Rs.300/- will be charged additionally.
2. If for any reason, the material has to be brought in on the previous day, prior permission is required.
3. Any Ranga Shankara material required by the troupe may be taken with permission from the officer in charge of the Auditorium.
4. All the materials should be cleared from the auditorium within 1 hr. after the show.
5. Any Ranga Shankara material used by the troupes should also be cleared within 1 hr. and should be put back in the place from where they were taken.
6. The troupe is responsible for any material or property or fixture of any type like wings, stage etc. of Ranga Shankara used by them and in case of any damage or short coming of such material, the troupe shall reimburse the full cost of such material to Ranga Shankara, along with settlement of bill-

Ticketing:

1. **The maximum ticket rate allowed at Ranga Shankara will be Rs. 300/- . Only one denomination of ticket rate permitted per show.**
2. The troupe must hand over **a minimum of 110 tickets per show out of which 10 are management seats. 100 tickets will be put up for sale at the Ranga Shankara Ticket counter.**
3. **In case any troupe requires the facility of advance booking, Ranga Shankara staff shall do so up to 3 days prior to the show on payment of Rs. 50/- per day for each day of the advance booking.**
4. The Box Office collection with accounts will be handed over to the troupe 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 AC and electricity usage will be deducted from this amount. The timings for settlement will be between 11 AM and 2 PM only.
5. The Ticket Counter will operate from 10 am to 12 noon and from 5 to 7.30 pm. Monday is a holiday.
6. Troupes 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.
7. **All tickets shall be of overall size 18cm x 6cm, with two perforated counterfoils of length 4cm each.**
8. **Tickets, which 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 must be printed on the ticket (front or reverse).
 - a. Auditorium doors close at 3.30/7.30 pm. Latecomers not permitted and no refund on tickets.
 - b. Children below the age of **8** (eight) not allowed in the auditorium except for children's plays.
 - c. No eatables, beverages & photo/video recording allowed inside the auditorium.
 - d. Free seating.
 - e. Use of mobile phones and laptops is prohibited inside the auditorium.

Allotment of Dates:

1. The applicant may book any number of dates, subject to **a maximum of 6 consecutive days.**
2. Ranga Shankara holds the right for allotment of dates.
3. Ranga Shankara shall announce the date allotments every month-end for the subsequent third month. For ex. at the end of January, the dates for the month of March will be announced.

Technical Details:

1. Airconditioning shall be made available ½ hr before the show starts till the end of the show. In case the show duration exceeds 2½ hrs, please refer to Point 3 of the Booking & Cancellation clause.
2. Ranga Shankara shall offer a total of 20 lights to the performing troupes per show.
3. At the time of booking or 7 days before the show, the troupe must inform Ranga Shankara of any additional light and other technical requirements.
4. In case the troupe requires more lights, it will have to hire them from Ranga Shankara only. In case Ranga Shankara does not meet the requirement, the troupe may hire those lights Ranga Shankara who shall offer competitive rates for hiring of extra lights.
5. Use of microphones is not allowed. Amplifications for musical plays may be brought in after prior discussion and approval of the management.
6. Use of auditorium for technical rehearsal will be charged extra at Rs.750/- per hour. In case the generator has to be used for rehearsal, diesel consumption charge is to be borne by the troupe in addition to rehearsal charges.

Usage of Auditorium:

1. The troupe must inform the management, 7 days in advance, of the time it wants to occupy the theatre premises for set-up.
2. The auditorium is available to the troupes from **2 pm . up to 1 hr after the completion of the show** on the day of the show. Lighting technicians will be available from 12.30pm onwards then.
3. No night set-up allowed.

Miscellaneous Rules:

1. **The seating capacity at Ranga Shankara is 320 out of which 10 are management seats. The troupes are advised to print 320 tickets only (including tickets given to Ranga Shankara) and sell only 310 tickets. In case the troupes print and sell additional tickets, then all such additional revenue will accrue to Ranga Shankara.**
2. Troupes will be allowed to put up their publicity material only at the specified spaces and notice boards at Ranga Shankara. For any extra publicity material display, permission must be sought.
3. If the troupe wishes to distribute any brochure/ publicity material to the audience at the time of the show, prior permission should be sought from Ranga Shankara. The Management reserves the right to allow/ charge an extra fee for such promotional activities.
4. No private or sold-out shows will be permitted. All shows must be open to general public.

5. **Separate charges will be levied for extra use of space (other than the auditorium) and technical rehearsals.**
6. **Ranga Shankara discourages any payments/ tips/ gifts to any of its staff members or agencies employed by Ranga Shankara.**

Sponsorship Rules:

1. Theatre groups are advised to disclose full facts of their sponsors in the application form. In case the sponsorship is not finalised at the time of booking the theatre, the group shall intimate to Ranga Shankara in writing immediately on its happening.
2. The theatre booking shall stand cancelled in case Ranga Shankara notices any breach of the above condition.

Placement of Hoardings/Publicity Materials:

1. Display of any hoardings, banners or flex is permitted only after clearance from the management of Ranga Shankara, at least two weeks in advance.

PS: The Rules and Regulations listed here may be changed from time to time at the discretion of Ranga Shankara. In case of any dispute the decision of the Ranga Shankara Management is final.

We have read the Rules and Regulations in full and hereby agree to comply with the same.

Date:
Place:

Signature