



## **Rajasthan International Centre, Jaipur**

Sansthan Path, JLN Marg, Jaipur-302017

Reception: 0141-2717400; Booking Office: 9462200772, 8302342313

E-mail: [info@ricjaipur.org](mailto:info@ricjaipur.org) Website: [ricjaipur.org](http://ricjaipur.org)

### **Process, Tariff and Guidelines for Booking of RIC Venues**

#### **Process of Booking**

1. The applicant is expected to first browse through the RIC website [ricjaipur.org](http://ricjaipur.org) for his general information and study these guidelines in detail.
2. The applicant may then check the availability of venues for the date(s) of his choice, by referring to the inventory chart available on RIC website or calling the phone nos. of booking office (9462200772, 8302342313). If the applicant wants to inspect the venues and examine the facilities available or discuss any fine points, he may call these numbers and fix an appointment or, alternatively, he may call the reception (0141-2717400) and report at the reception at the appointed hour.
3. The application form is to be completed and submitted online on RIC web portal. No charges are required to be paid at this stage. No paper or offline applications, like applications by email, are accepted.
4. The application received will be processed in RIC, using an online desk flow, and having regard to the availability of the desired venue and the nature of proposed event, RIC administration will grant its approval and issue an online demand note or reject the application and convey regrets. In the process, RIC may ask for additional information/documents or call the applicant for a talk, if information available in the application is not sufficient to take a decision either way.
5. If the application is approved, the applicant will deposit online the demanded amount in full. No payments are accepted in cash or by cheque/demand draft. In exceptional cases, payment may be accepted offline, i.e., through RTGS/NEFT.
6. On verification of the deposited amount, a GST invoice and confirmation of booking will be conveyed to the applicant online or through email/WhatsApp/SMS.
7. If no payment is received within the specified time, approval of the

booking will stand cancelled. However, the applicant will be free to file an application afresh.

### **8. Nature of events for which RIC venues may or may not be booked**

- (1) Programmes/Conferences of political and religious nature are not permitted. RIC administration has the sole discretion to take a decision on this and to cancel the booking at any stage, i.e., even after the rental is paid in full and booking is confirmed, if the programme is found to be of political or religious nature.
- (2) Except when these are required for its own events, RIC encourages and welcomes the use of its venues by others for organizing their own intellectual, academic, scientific, art and culture events, including fashion, design, entertainment, exhibitions, seminars, conferences, professional gatherings, organizational or business development meetings.
- (3) While B2B exhibition-cum-sale events are generally allowed, certain kinds of B2C exhibition-cum-sale events relating to goods and services having some academic, scientific or artistic element, like paintings, photographs, books, travel and tourism, may also be allowed. But, B2C sale of consumer goods will usually not be allowed.
- (4) While weddings are not allowed in RIC premises, sober/gentle receptions, birthday parties or other get-togethers that do not involve music, displays or decorations outside the booked venue, might be allowed, in the discretion of RIC administration.
- (5) Events that do not serve or run contrary to the aims and objects of the Centre, may not be allowed.

**Tariff Table**

<b>Venue</b>	<b>Facilities Provided</b>	<b>Area in Sq. Mt.</b>	<b>Per-day Tariff (in Rs.)</b>	<b>Duration</b>
<b>Auditorium Main</b>	Theatre style with fixed seating of 648 chairs, stage, two green rooms and pre-function area. FOR CULTURAL PROGRAMMES, EVENTS, FUNCTIONS, CONFERENCES, SEMINARS, ETC. (No food to be served inside)	850 Sqm	1,00,000 + GST	10 Hours

<b>Auditorium Mini 1</b>	Theatre style with fixed seating of 172 chairs, stage and one green room. FOR CULTURAL PROGRAMMES, EVENTS, FUNCTIONS, CONFERENCES, SEMINARS, ETC. (No food to be served inside)	275 Sqm	30,000 + GST	10 Hours
<b>Auditorium Mini 2</b>	Theatre style with fixed seating of 172 chairs, stage and one green room. FOR CULTURAL PROGRAMMES, EVENTS, FUNCTIONS, CONFERENCES, SEMINARS, ETC. (No food to be served inside)	275 Sqm	30,000 + GST	10 Hours
<b>Convention Hall / Banquet Hall</b>	Fully-carpeted hall, having a capacity of 500 persons. Includes 60 banquet round tables and 300 chairs. Also includes Pantry and Buffet area/ pre-function area.			
	Hall without lawn	1300 Sqm	1,00,000 + GST	10 Hours
	Hall with lawn  (No tampering allowed with the lawn/garden area. Stage, tents, etc. also not allowed.)	1300 Sqm + 2200 Sqm	1,50,000 + GST	10 Hours
<b>Conference Room – I, including Pantry</b>	Rectangular shaped room with fixed table seating of 110	190 Sqm	20,000 + GST	10 Hours
<b>Conference Room – II, including Pantry</b>	Rectangular shaped room with fixed table seating of 90	185 Sqm	20,000 + GST	10 Hours
<b>Lecture Room- I</b>	Theatre style sitting arrangement with 51 chairs along with dais facility and interactive screen.	60 Sqm	10,000 + GST	10 Hours

	Internet facility through Wi-Fi.			
<b>Lecture Room- II</b>	Theatre style sitting arrangement with 51 chairs along with dais facility and interactive screen. Internet facility through Wi-Fi.	60 Sqm	10,000 + GST	10 Hours
<b>Lecture Room- III</b>	Theatre style sitting arrangement with 51 chairs along with dais facility and interactive screen. Internet facility through Wi-Fi.	60 Sqm	10,000 + GST	10 Hours
<b>Multi-purpose Hall</b>	Capacity of 100 persons	410 Sqm	15,000 + GST	10 Hours
<b>Exhibition Area</b>	Capacity of 600 persons (All three Exhibition Halls taken together)	2,097 Sqm		
	Exhibition Hall – 1	720 Sqm	25,000 +GST	10 Hours
	Exhibition Hall – 2	650 Sqm	25,000 +GST	10 Hours
	Exhibition Hall – 3	727 Sqm	25,000 +GST	10 Hours
<b>RIC Premises</b>	For Photo shoot –			
	Advertisement Campaigns, Film shoots, Serials, Music Videos, Commercial shoots		20,000 + GST	10 Hours
	Non-Commercial shoots		10,000 +GST	10 Hours
<b>Other spaces and/or above spaces for lesser duration</b>	As may be decided on case to case basis.			

**Notes:**

- i. 25% of the booking charges plus GST will be charged extra for every next 2 hours beyond the duration of 10 Hours. The programme/event should be closed/over by 11 p.m. in any case.
- ii. There is a full power back up available but, in case of power failure, it may take 15-30 seconds to switchover to DG supply. This power back up is for free. However, in case a booking party does not want to risk even such small interruption and wants uninterrupted supply of power on DG-set for the whole duration of programme, the party has to pay extra charges as demanded and GST thereon. If extra power cable is required for additional load of lighting/exhibits, the same shall also be charged extra on actuals basis.
- iii. 25% of the rental amount is to be deposited as security amount (Refundable, subject to full compliance of the guidelines of booking).
- iv. Booking amount is to be deposited online, after the application for booking is approved by Director, RIC.
- v. All booking requests are subject to approval of DIRECTOR, RIC and final confirmation upon payment of the demanded amounts.

**Guidelines**

1. Reservation will be confirmed on receipt of 100% advance payment of the rental charges, GST thereon, and the security amount demanded.
2. Cancellation policy-
  - a) 100% refund 90 days prior to the date of event/function/show.
  - b) 90% refund 60 days prior to the date of event/function/show.
  - c) 75% refund 30 days prior to the date of event/function/show.
  - d) 50% refund for less than 30 days prior to the date of event/function/show.

Note:- The GST paid by the applicant, once deposited by RIC in the GST Government account, shall not be refunded by RIC.

3. Maximum size of banners/backdrops permitted in the Conference Rooms/Lecture Rooms is 9' x 4', in the Auditorium/Multipurpose Hall 16' x 8', and in the lobby 6' x 2'. Maximum Banner size for the registration table is 5'X2-1/2' and decorations, posters, etc. are not

permitted elsewhere within the premises of the Centre. Banners/Backdrops should be on stands only. Banners/Backdrops exceeding the approved size will not be permitted.

4. Table for registration of delegates is permitted in the pre-function areas/galleries. In the case of Main Audi and Mini Audi, service of beverages and snacks will be permitted in the pre-function area/gallery that forms a part of the booked venue; but the booking party will have to make arrangements to ensure that no participants take any beverage (other than drinking water)/food inside the auditorium. Service of meals will be permitted only in the restaurants or other venues booked separately for the purpose.
5. If there is any film screening as part of the event, the organizer has to obtain and submit a screening license; and, where applicable, it is to be ensured that the film has a censorship certificate issued by the Ministry of Information & Broadcasting, Government of India. A copy of the screening license/censorship certificate must be uploaded as part of the application or deposited with RIC before confirmation of booking.
6. Organizers of the programme will be responsible for making good any damage caused to the Centre's building, furniture, equipments, etc. by their officials, agents, performers or members of the audience.
7. Booking parties are to take care of their conference material/exhibits/technical/personal belongings as the Centre is not responsible for their safety and security.
8. In view of the prevailing security environment, organizers of the programme are to nominate their designated representative(s) for identifying delegates and guests to ensure that only invited/authorized persons are allowed to attend the programme. Secretary, RIC is to be informed of the details of such representative(s).
9. While the facilities existing or available in the booked venue(s) come for free to the booking party, if it wants to install any additional lights, sound system or any other equipment or furniture, it will have to do so at its own level and at its own cost, after obtaining the Centre's prior permission and subject to payment of extra power consumption. Moving of RIC's furniture or any equipments from one venue/place to another

venue/place is not allowed.

10. **Fire Safety Regulations:** RIC is legally responsible for enforcing the fire safety regulations in the venues within the Centre. Parties using the Centre's venues must not exceed the seating capacity of these venues. Wherever there is problem of overcrowding, the programme will be stopped until the excess number of persons have vacated the venue.

11. **Do's and Don'ts**

- Booking parties are to avoid making noise outside the programme venue(s) booked by them as multiple events may be happening in adjoining venues.
- Mobile phones should be switched off or kept on silent mode before entering any of the programme venue(s).
- Sale of books or other items, sale of tickets, collection of donation, sales promotion advertisement or any commercial transaction (excepting those that are disclosed in the application for booking and get approved with the application for booking) are not permitted within the premises of the Centre without separate prior written permission. In the case of sale of paintings or other art works, 30% of the gross sale value shall be deposited with the Centre as its share, unless otherwise agreed.
- Display of goods/products is not permitted outside the booked venue(s).
- Booking parties are required to make sure that the participants/delegates are confined to the venues booked exclusively for them, for meeting or catering arrangements.
- Wood paneling outside/inside the Auditoriums, Convention Hall, Lecture Rooms, Conference Rooms, Multipurpose Hall or other venues is not to be used for displaying posters, banners or any other material. Nails, double sided tapes or scotch tape are not allowed to be used on the walls of Auditorium/Convention Hall/Conference Room/Multipurpose Hall/Lecture Rooms/Exhibition Halls/Corridors/Lobbies or any other common areas.
- Only floral decorations are allowed with clear wrap between the flowers and flooring. Minimal decoration is permitted outside the

Auditorium and other venues.

- Delegates/ participants are advised not to speak loudly on mobile phones or otherwise in the corridors, library and the Admin block.
- No literature of religious, political or communal nature is allowed to be distributed or referred to within the RIC premises.
- Children below 8 years of age are not allowed in the venues without prior permission (unless the venue is booked for a programme of/for children).
- Playing of cards is not allowed.
- Smoking is strictly prohibited in RIC premises.
- Shouting slogans in the premises is strictly prohibited.
- Booking parties are requested to strictly adhere to the time slot for which booking has been made and vacate the venue(s) on or before the given time. Otherwise, apart from additional rental, penal charges may be levied at the discretion of RIC administration.
- Booking parties must ensure that banners/backdrops and all their other goods are removed immediately after their meeting/ programme concludes and are not left behind at the Centre overnight. Otherwise, these will be removed at the risk and cost of the booking party and penal charges will be levied and recovered from the security deposit and/or otherwise.
- Eatables are not allowed inside auditoriums, library and lecture halls.
- RIC may not be able to provide space for parking inside its premises to non-members.
- In the case of any kind of damage to carpets, curtains or any other property of the Centre, the booking party will be fully responsible to compensate the RIC. In addition, penal charges may be levied and recovered from the security deposit and/or otherwise.
- Any kind of incident and security related problem that happens during the programme or at the venue will be the responsibility of

the booking party itself.

- In the case of violation of any of these conditions, the allotment will be cancelled with immediate effect and the organizer will have to suffer the consequences thereof. The organizer will specially depute his own staff, under intimation to Secretary, RIC, to ensure that none of the participants of his event are smoking, taking any food or beverages inside the auditorium, causing any nuisance inside or outside the venue, damaging the property of RIC or otherwise violating any conditions/guidelines of booking.

## 12. **Television Crew and Press Photographers**

The booking party will permit only such TV crews and photographers that have been invited by them to record proceedings of their programme.

TV crew and photographers will be expected to position themselves only in the spaces designated and not to crowd the aisles or block the view of stage in the Auditoriums, Convention Hall, Conference Rooms or Lecture Rooms. Direct telecast/live streaming of the Conference/Programme is not allowed, without prior written permission.

13. A soft copy of some photographs and audio/video recording or clip of the event will be provided to the Centre for its website/archives, unless specifically exempted therefrom. Refund of security amount will be contingent upon compliance of this and all other conditions.

Notes:

- i) This issues with the approval of Director, RIC and supercedes the extant "Guidelines for Booking of RIC Venues/Facilities" issued by JDA vide its office order No. D-173 dated 23.05.2023 and amended vide corrigendum No. D-188 dated 06.06.2023.
- ii) It shall come into effect on and from 02.09.2023, i.e., for the applications that are submitted on or after 02.09.2023.



(Nihal Chand Goel)

Director, RIC