




**ALLIANCE FRANCAISE DE BANGALORE
INDO-FRENCH CULTURAL CENTER**

Service Charge:

Receipt No. :

CULTURAL SPACES BOOKING FORM 2026

KINDLY TICK THE CHOICE OF YOUR BOOKING AS MENTIONED BELOW

- Alliance française Auditorium
 - 250-person capacity (minus 10 passes for the management)
- Atrium
 - with clear skylight above
 - 100-person capacity available only on evenings and AFB holidays full day
- Art Gallery
 - The corridor space available around the atrium
-  Cinema Corner
 - Our brand new 60-person screening room and cultural events space
- Classroom(s)
 - Various capacities, expected number of participants: _____
- Joseph Square
 - Available on all days from 10:00am to 6:00pm

NOTE: For bookings 100% amount to be paid (Nonrefundable) except the security deposit.

1. GENERAL INFORMATION (all fields are compulsory)

Name of the person / organization	
Portal / Website of the organization	
Coordinator of the event	Name:
	Phone number:
	E-mail:
Organizer of the event	Name:
	Phone number: Address:
	GSTIN No.
Type of event <u>(note that as per our regulations, personal, political & religious events are not permitted)</u>	<input type="checkbox"/> Music <input type="checkbox"/> Literature <input type="checkbox"/> Visual Arts <input type="checkbox"/> Theatre <input type="checkbox"/> Dance <input type="checkbox"/> Conference / Talk <input type="checkbox"/> Cinema or Audio Visual <input type="checkbox"/> Corporate <input type="checkbox"/> Any Other _____
Name of event (title)	
Date(s) of event	
Sessions required (Full day / 9am to 1:30pm / 3pm to 9pm)	<input type="checkbox"/> Morning - 9:00am to 1:30pm <input type="checkbox"/> Evening - 3:00pm - 9:00pm <input type="checkbox"/> Full day - 9:00am - 9:00pm
Show(s) timings (For the Auditorium, once the show starts the main doors will be closed, late comers have to use the back door)	

Number of audience/invitees expected	
Entry fee per person	
Event	<input type="checkbox"/> Ticketed <input type="checkbox"/> Non-ticketed
Any other requirements?	
Any of the cultural spaces in AFB utilized earlier by your organization	

Brief note about the event. Note: Modifications in the auditorium are not permitted. No nailing on the floor or stage and scratches if any will be penalized.

Usage of complex props or making any decoration of the space, be mentioned for review. A maintains person will be certifying the damages.

2. REHEARSAL DETAILS RELATED TO THE EVENT.

- The organizer of the event shall furnish the schedule & details of use of spaces of AFB including that of rehearsals will be charged separately (Not included in the cultural space booking amount)

One day before the event: Dates needed before the event for rehearsals /installation of equipment	
Time of arrival for rehearsal / installation on event day	
Scheduled end of the performance /event	
Schedule / agreed time of releasing of the Cultural spaces after departure of the public and tidying up	
TOTAL NUMBER OF DAYS REQUIRED	

- The organizer will ensure all the spectators have cleared the premises max. 1 hour after the end of the show
- AFB will provide you with a carpet for the stage that has to be used for the set-up and dismantling.
- The staff of AFB will not run any errands for the organizers. The organizers have to arrange themselves.

3. TECHNICAL SPECIFICATION

- To enable us prepare for your event, AFB requires precise information. A technical sheet with detailed specifications is to be provided **10 days prior to the event**. We can also provide a detailed list of equipment and material at your disposal.
- At least one AFB technical person in charge will be present. He will be duly introduced to the organizer before the event. AFB technicians are fully in charge of all AFB material and equipment and will not allow any external party to make use of it without their explicit permission. Any extra material and equipment brought by the organizers will have to be assessed and validated by AFB and, when accepted, will remain under the organizer's reasonability.
- Note our technicians **are not trained as sound engineers**. For any elaborate musical program, you may want to provide you own sound engineer. **Sound checks to be done at least 3-4 hours before the event**.
- An **inventory** of the items requested shall be prepared and after the show in order to make sure no material is lost nor damaged. Please refer to the **appendix** at the end of this contract to tick the necessary items.
- AFB does not provide with any **internet connection**.
- A **backup Generator system** is available at the AFB (to be used only when the electrical power goes off). In case the organizers would like to make use of their own lights and/or other energy-demanding devices, they would have to provide their own generator and have it installed following AFB technician's directions.

List of the equipment brought by the organizer such as (musical instruments, sound, lighting, decor, extra chairs, props etc.) This list will be checked by Security for incoming & out going.	
Contact details of the organizer's technician / person in charge	<ul style="list-style-type: none"> • Name: • Phone: • Email:

Is the equipment brought likely to overpass the electric load of the generator (15000 watts)? If so extra generator is to be rented by the organizer.	
Total Electrical load in KW of the event	

4. PUBLICITY AND PRESS

1. Promotional option:

For auditorium and cinema corner hire, you are offered the option to have **your event promoted through the AFB students and members channels**. If you wish to use this option, you would need to **grant our students, staff and members a 50% discount** on the event.

I choose the promotional option and grant AFB students, staff and members a 50% discount :

Yes

No

In this case, please fill-up the "AFB Rental Promotion Form" at least **10 days before the event**.

LINK TO FORM: <https://forms.gle/bK9CodTXwJnvzK2p6>

2. Conditions for hiring format:

As AFB is not curating or co-curating the event, please make sure that **none of the following** appear in your publicity material:

- a. **Phone number of AFB:** we will not entertain any call or request for information about the event.
- b. **AFB Logo** This is copyrighted material and cannot be used without formal approval

3. Notification of venue:

ALLIANCE FRANCAISE DE BANGALORE
INDO-FRENCH CULTURAL CENTER
VASANTH NAGAR
BANGALORE 560052

5. RULES AND REGULATIONS

1. All decisions pertaining to the cultural spaces are taken by AFB Director & President.
2. **No booking is confirmed unless full payment has been made.** Once this form has been approved, payment has to be made **within 7 days** or else the booking will be canceled.
3. We reserve the right to reject a booking if the quality of the event is not found suitable for AFB standards.
4. AFB reserves the right to cancel the booking if the space is to be used for its own purpose or for any other fortuitous event or unforeseen circumstances. If so, the organizers will be given the option to reschedule the booking or be reimbursed.
5. Once booked, the dates cannot be changed. AFB has a strict **no-refund policy**.
6. All time lines shall be followed. Any extra hours will be charged. Any extra sound or light technician will be charged.
7. Rehearsal space is only for events booked in AFB.

8. A security deposit of **Rs. 10,000** shall be paid as security deposit for the auditorium.
9. The organiser shall be responsible for any damages caused by the spectators and the production unit.
10. Any damages/loss will be assessed by our Technical Manager & the balance will be returned to the organizer.
11. Any damages/loss in excess of Rs. 10,000 shall be billed to the organizers of the event.
12. The event organizers must leave the Cultural space in a **clean and neat state**. In case the space is left dirty, cleaning **charges will be billed with penalty**.
13. Any damage or theft of the items lent by AFB will be charged to the organizer and will be reported to the police dept.
14. 10 passes in the audience should be reserved for AFB.
- 15. No personal, political or religious events are permitted.**
16. No signs, banners... is to be displayed within our premises without prior approval.
17. No items are to be sold without prior approval.
18. No food or beverages can be brought in without prior approval.
19. No food or beverages is to be sold as AFB café is the sole authorized food and beverages provider.
20. Smoking & consumption of alcohol are strictly prohibited in the building & in the premises of AFB.
21. Consumption of eatables or drinks are prohibited inside the auditorium & Atrium.
22. Ticketing is the responsibility of the organizer. Neither the AFB nor the personnel at the café will accept sale of tickets.
23. The organizer must procure all the necessary permissions for the event. The organizer must pay the Entertainment Tax or commercial tax if any submit the receipt of payment to the Alliance française at least a week before the event. If not submitted, the booking will be cancelled.
24. The audience may park their vehicles at AFB premises subject to availability of space during the shows. The gates of AFB will close at 10pm in the night.
25. As per the legal fire safety requirements, no fire-producing or flammable object should be introduced and used in our premises.
26. No paint, color powder or any stain-prone material can be used in the premises.

I have read and accepted all the terms and conditions mentioned above.

Signature (organizer)

Approved by

(Director AFB)

**APPENDIX
INVENTORY OF MATERIAL AVAILABLE IN THE AUDITORIUM**

MATERIAL	WILL YOU NEED IT?	PRE - INVENTORY (COMMENTS IF ANY)	POST - INVENTORY (COMMENTS IF ANY)
	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Date -			
Stage			
Green Rooms (One or both)			
250 chairs			
LIGHTS			
1 - DMX Dimmer 12 channel 2kv			
1 - Light console (mixer) Pearl 2U DMX			
4 - LED Par Square (Bask wash)			
6 - LED Par RGB			
4 - LED Liner (Cyc lights)			
5 - Par Cane Light (1000 watts)			
5 - Spot Light (1000 watts)			
SOUNDS			
1 - Yamaha Mixer MGP 24X			
4 - Main Speakers FBT X Pro Audio			
2 -Sub-Woofer EV X Sub 18SA			
2 - Stage Monitor EV XLX12P-G2			
2 - Wireless Microphone (Dyne Tech)			
5 - Shure SM58 MIC			
2 - Shure SM57 Mic			
1 - Podium Mic JTS			
3 - Boundary Mic JTS			
2 - DI Box BSS			
1 table (can be used for ticket collection)			
A/C System			

Signature of the organizer

Signature of the Technical Manager