

Shilparamam, Arts, Crafts & Cultural Society
Madhapur, Hyderabad

APPLICATION FORM
(For Confirmation of **ShilpakalaVediika** Reservation)

1	Name of the Hirer Full residential & office address With Phone numbers. Alternate Phone Number and email.	
2	Date / Dates of the Programme / Event	
3	Category of Event whether 1) Commercial/Product Launch 2) Marriage Reception/Corporate/ School Function. 3) Cultural Programme (Commercial or Ticketed) 4) Cultural Programme Purely for promotion of Culture (Non-Ticket). 5) Only Dining Hall for Exhibitions.	
4	Furnish details of the Event /Programme i.e., Programme Schedule; Start and Closing Time; Nature of Events;	
5	Details of Equipment proposed to be used a) On the Stage b) In front of the Stage Lights, Speakers, Cameras, Crane Camera etc. c) Display Boards (on self supported/stands only) (Drone Cameras are strictly not allowed) d) Display material (on self supporting stands only) in front of main entrance proposed if any.	

6	No. of persons invited & expected to attend (Please note that the capacity of the Auditorium is 2000)	
7	If liquor is to be served, Whether the required permission from the Excise Commissioner is obtained (if so, enclose copy of the same)	
8	If it is a cultural event – The names of the artists - whether it is by tickets / or by invitation shall be informed.	
9	Whether permission from the Police is obtained from traffic & law & order point of view (if so copy is to be enclosed)	Yes/No. If yes copy should be closed
10	If any Special Invitee/ VIPs/VVIP / Celebrity is attending. The details should be given and the concerned police of traffic and law & Order should be intimated for security reasons.	
11	The Caterers name with Phone Number and full address	
12	Details of the Payments made	
	a) Towards Rent	
	b) Towards Service Tax	
	c) Towards Caution Deposit	
	d) Towards other charges if any	
	e) Total Payment Made	

Note: Please enclose the copy of the payment Receipt (online Invoice)

I/We have gone through the terms and conditions for hiring ShilpakalaVedika. I / We agree to abide and follow them strictly. If any deviation is committed either by me / us or by my / our representatives and event managers, I / We will agree to bear the responsibility and I / We agree to forgo the caution deposit.

Signature

Phone No.

Name