

# VENUE BOOKING FORM

Government Sunder Nursery Management Trust

## ORGANISER INFORMATION

Name of Organising Party : \_\_\_\_\_

Registration Number Under Society's/Other Act (For Organisations Only) :

PAN Number :  GST Number :

Name of Contact Person (only if different from above) : \_\_\_\_\_

Postal Address : \_\_\_\_\_

Contact Number : \_\_\_\_\_

E-mail Address : \_\_\_\_\_

## EVENT INFORMATION

Description of Event (Please select from below) :

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Live Performance              | <input type="checkbox"/> Art Exhibition                      | <input type="checkbox"/> Retail Fairs & Bazaars         |
| <input type="checkbox"/> Film Screening                | <input type="checkbox"/> Fashion Show                        | <input type="checkbox"/> Food Bazaars & Culinary Events |
| <input type="checkbox"/> Publication or Product Launch | <input type="checkbox"/> Still Photography/Film Shoot        | <input type="checkbox"/> Other (Please specify here)    |
| <input type="checkbox"/> Lecture, Talk or Seminar      | <input type="checkbox"/> Event organised by a School/College |   |

Nature of Event :  Commercial  Non-commercial

Date(s) of Event : \_\_\_\_\_

Duration of Event: \_\_\_\_\_

Starting Date of Set-Up & Installation : \_\_\_\_\_

Last Date of Dismantling Setup & Clean-up : \_\_\_\_\_

Number of People Expected : \_\_\_\_\_

Admission of Guests by (Please select from below) :

- Tickets  Invitations/Passes  Free Entry

Location of Event (Please select below) :

- Amphitheatre  
 Picnic Park Zone  
 Lawn North of Amphitheatre  
 Lake-side Lawns  
 Mughal Pavilion Garden  
 Exhibition Area  
 Sunken Gardens  
 Market Plaza  
 Lawn West of playhouse area

I/We have studied the Guidelines for booking a venue at Sunder Nursery and agree to abide by them fully

Date : \_\_\_\_\_

Signature of Event Organiser \_\_\_\_\_ Availability : \_\_\_\_\_ Booking ID : \_\_\_\_\_ Signature of Booking Incharge \_\_\_\_\_

# BOOKING FEE AND CHECKLIST

Government Sunder Nursery Management Trust

## PAYMENT SUMMARY

Name of Organising Party : \_\_\_\_\_

Booking ID : \_\_\_\_\_

Date of Payment : \_\_\_\_\_

Booking Fees	
Taxes	
Total Charges	
Advance Payment	
Balance Payment	

Mode of Payment : \_\_\_\_\_

### *Our Bank Details*

A/C Name : Govt. Sunder Nursery  
Management Trust

A/C Number : 04621300003063

IFSC Code : DCBL0000046

Bank Name : DCB Bank Ltd., New Delhi

Branch : New Delhi

Amount for Security Deposit : \_\_\_\_\_

DD No. \_\_\_\_\_ DD Date : \_\_\_\_\_

Please provide details of the Bank Account to which the  
Security Deposit will be refunded to with dues if any

### *Your Bank Details*

Bank Name : \_\_\_\_\_

Branch : \_\_\_\_\_

A/C Number : \_\_\_\_\_

IFSC Code : \_\_\_\_\_

## BOOKING PROCEDURE & CHECKLIST

Following Availability Check & Approval



STEP ONE

*Book*

- Submit Completed Booking Form
- Payment of Venue Booking Fee
- Payment in full of Refundable Security Deposit

STEP TWO

*Discuss*

- Discuss details of the Event including production design, event timeline and circulation & management of crowds with the Sunder Nursery Management Trust  
*(At least 10 days prior to the Event)*

STEP THREE

*Submit*

- Submission of copies of licenses, permits & supporting paperwork to the Sunder Nursery Management Trust  
*(At least 3 days prior to the Event)*

STEP FOUR

*Event*

- Setup for the Event
- Occurrence of Event
- Wrap-up & Clean-up following Event

STEP FIVE

*Clearance*

- Inspection of Site and Refund of the Security Deposit (after adjusting dues, if any) to the Organiser  
*(Within 7 days following the Event)*



Signature of Booking Incharge

Signature of Event Organiser



**SUNDER NURSERY**

Delhi's Heritage Park

# SUNDER NURSERY BOOKING CHARGES

Government Sunder Nursery Management Trust

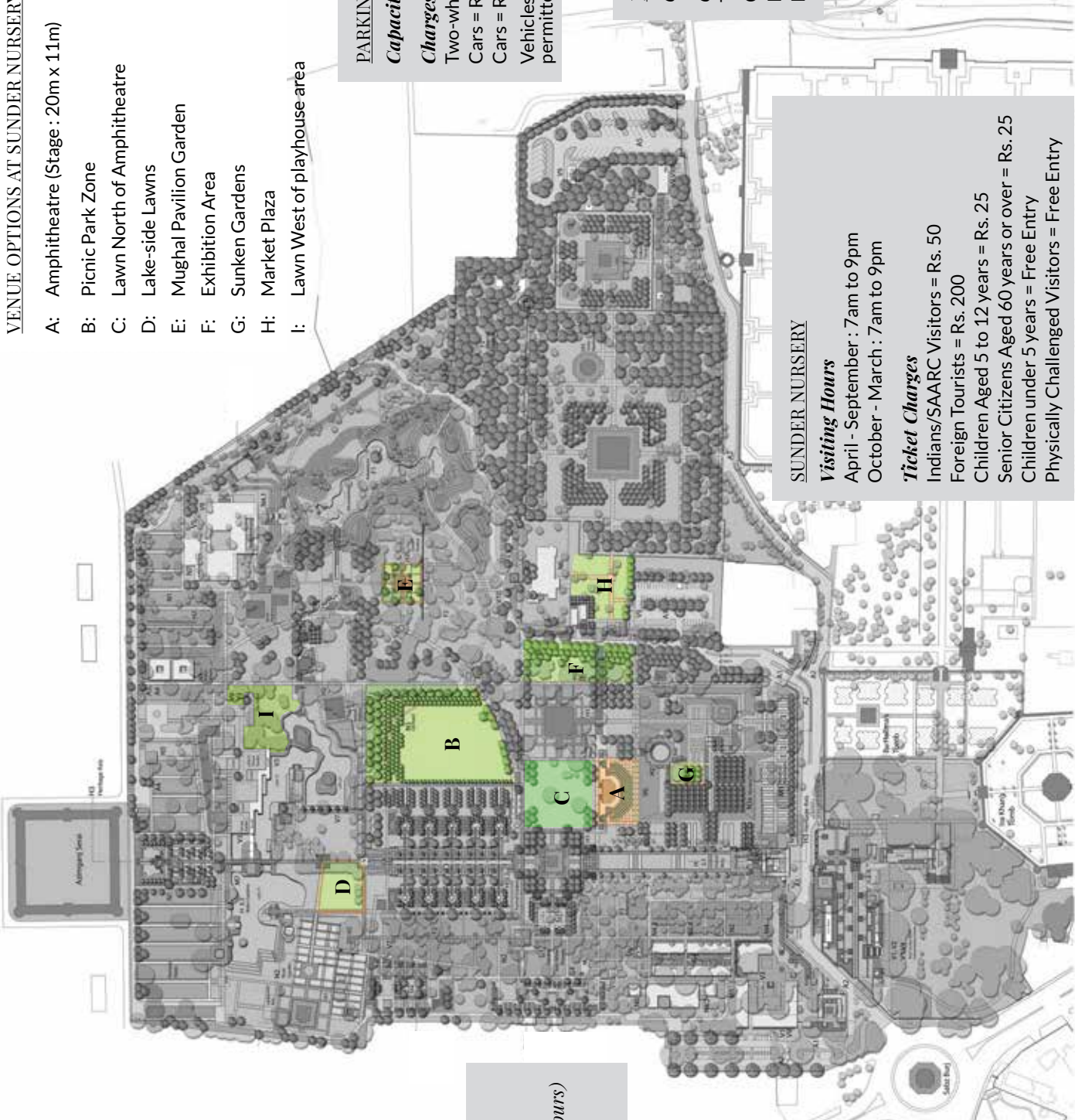
VENUE	BOOKING FEE ( In INR, Exclusive of Taxes)
Amphitheatre - For Non-commercial Events	Rs. 50,000 Per Event, Per Day
Amphitheatre - For School/College Groups & direct booking by Artist -weekday	Rs. 15,000 Per Event, Per Day
Picnic Park Zone	Rs. 3,50,000 Per Event, Per Day
Lawn North of Amphitheatre	Rs. 5,00,000 Per Event, Per Day
Lake-side Lawn	Rs. 5,00,000 Per Event, Per Day
Mughal Pavilion Garden	Rs. 1,00,000 Per Event, Per Day
Exhibition Area	Rs. 2,00,000 Per Event, Per Day
Sunken Gardens	Rs. 75,000 Per Event, Per Day
Market Plaza	Rs. 2,50,000 Per Event, Per Day
Lawn West of Playhouse area	Rs. 1,50,000 Per Event, Per Day
OTHER CHARGES	AMOUNT ( In INR, Exclusive of Taxes)
Retention of Venue for Set-up, Installation or Dismantling & Clean-up	25% of Venue Charge Per Day
Security Deposit for Amphitheatre	Rs. 20,000 Per Event / Per Day
Security Deposit for Other Venues	Rs. 50,000 Per Event / Per Day
Electricity Load	Rs. 250 Per Kilo Watt
PHOTO & VIDEO SHOOTS	AMOUNT ( In INR, Exclusive of Taxes)
Commercial Photography Shoot or Film Shoot	Rs. 1,00,000 Per Day
Non-Commercial / Personal Photo or Film Shoot (including Pre/Post Wedding Photography)	Rs. 5,000 for Four Hours (No more than 3 crew members & No use of drones)
CANCELLATION OF VENUE BOOKINGS	AMOUNT
Cancelling 45 days before the Event	No Charge
Cancelling 30 days before the Event	25% of the Total Charge
Cancelling 15 days before the Event	50% of the Total Charge
Cancelling 7 days before the Event	100% of the Total Charge

## Terms & Conditions

- ✿ 25% charges extra on above-mentioned rentals during October to February.
- ✿ Sunder Nursery solely provides the venue for events. Provisions for lighting, sound systems and additional infrastructure if required, would need to be arranged by the organisers.
- ✿ Booking of a venue can only be confirmed upon the submission of the completed application form and the payment of the Booking Fees & Refundable Security Deposit. Verbal Bookings will not be reserved.
- ✿ At the time of booking, a minimum of 25% of the total amount must be submitted. The payment must be made in full at least 3 weeks before the date of the event.
- ✿ Cancellations must be submitted in written form as verbal cancellations will not be considered.
- ✿ Payments can be made by Bank Transfers or Demand Drafts in favour of "Govt. Sunder Nursery Management Trust".
- ✿ 25% charges extra on rentals during October to February. Charges are subject to a GST levied at the rate of 18%.
- ✿ Guidelines for Booking a venue at Sunder Nursery must be read & fully adhered to by the Organisers of the Event.

VENUE OPTIONS AT SUNDER NURSERY

- A: Amphitheatre (Stage : 20m x 11m) 1455 sqm
- B: Picnic Park Zone 5000 sqm
- C: Lawn North of Amphitheatre 3300 sqm
- D: Lake-side Lawns 1335 sqm
- E: Mughal Pavilion Garden 1125 sqm
- F: Exhibition Area 3415 sqm
- G: Sunken Gardens 550 sqm
- H: Market Plaza 2800 sqm
- I: Lawn West of playhouse area 2000 sqm



WESTERN PARKING  
**Capacity = 150 Cars**  
**Charges (For upto 4 Hours)**  
 Two-wheelers = Rs. 25  
 Cars = Rs. 50

PARKING INSIDE SUNDER NURSERY  
**Capacity = 300 Cars**  
**Charges (For upto 4 Hours)**  
 Two-wheelers = Rs. 35  
 Cars = Rs. 100 (Weekdays)  
 Cars = Rs. 200 (Sunday & Gazetted holidays)  
 Vehicles above 15 feet of height are not permitted entry inside the Premises

EASTERN PARKING  
**Capacity = 50 Buses or 100 Cars**  
**Charges (For upto 4 Hours)**  
 Two-wheelers = Rs. 25  
 Cars = Rs. 50  
 Mini-Buses = Rs. 75  
 Buses = Rs. 100

SUNDER NURSERY  
**Visiting Hours**  
 April - September : 7am to 9pm  
 October - March : 7am to 9pm  
**Ticket Charges**  
 Indians/SAARC Visitors = Rs. 50  
 Foreign Tourists = Rs. 200  
 Children Aged 5 to 12 years = Rs. 25  
 Senior Citizens Aged 60 years or over = Rs. 25  
 Children under 5 years = Free Entry  
 Physically Challenged Visitors = Free Entry

# GUIDELINES

Government Sunder Nursery Management Trust

The Government Sunder Nursery Management Trust (GSNMT) is delighted to offer 'Sunder Nursery - Delhi's Heritage Park' as a venue for various cultural, educational and ecological programmes. Together with your patronage, Sunder Nursery aims to become a pulsating cultural hub at the heart of the Capital city. To this end, the Management Trust expects organisers to fully adhere to the following guidelines-

1. Since Sunder Nursery consists of several UNESCO World Heritage Sites, retaining its cultural and ecological value is of key importance. Organisers must take appropriate measures to ensure that the monuments and green spaces are preserved, and no part of Sunder Nursery is damaged in any way.
2. Touching of internal or external surfaces of the heritage buildings is not permitted. The use of nails, glue, adhesive tapes, colours; digging of gardens; or tying of ropes and wires is strictly prohibited.
3. The organisers are not permitted to undertake any event or activity within the monuments.
4. Following the event, the site will be inspected to note possible damages. If disfigurement of any kind is noted by the Management Trust, the cost of repairing the damages will be withdrawn from the organiser's Security Deposit. If the loss is greater than the security deposit, the outstanding amount will be recovered from the organiser. The Management Trust reserves the right to decide the amount to be levied at its sole discretion.
5. The use of the venue, the timeline of event production, temporary structural set-ups, as well as the circulation of attendees must be discussed in detail with the Management Trust **at least 10 days before the event**. Changes made on the day of the scheduled event may not be permitted, especially if they compromise the presentation & protection of the monuments in any manner.
6. Only the designated venue(s) booked for the event shall be utilised by the organiser. If the GSNMT notes utilisation of additional venues, the Management Trust reserves the right to impose additional costs or suspend/cancel the event.
7. Since Sunder Nursery is a public park, organisers must be mindful of the general public, including those not attending the event. Public access to heritage buildings and comfortable circulation of visitors during the public hours of the Park must be maintained, and organisers must plan and design their events keeping this in mind. No pathways shall be blocked under any circumstance.
8. Production schedules must be kept short in order to minimise the presence of temporary infrastructure within the heritage gardens.
9. Organisers must ensure electrical works on site are executed with utmost safety for the general public. Special attention must be devoted to ensure that electric points & live wires are not left exposed, and that electric wires are carefully laid-out to prevent tripping-incidents. The organisers will assume full responsibility to ensure electrical safety for the event. GSNMT may impose additional safety works to be undertaken for the protection of the general public.

10. Additional safety measures must be undertaken by the organisers if sharp objects such as glass is being utilised in the events. Proper installation and disposal must be ensured by the organisers for public safety.
11. Sunder Nursery solely provides the venue for events. Provisions for lighting, sound systems and additional infrastructure, if required, would need to be arranged by the organisers. The transactions between the organisers and third-party service providers will be purely between the two parties and the GSNMT will not be held responsible for the safety, functioning or operations of the services procured.
12. In case of adverse weather conditions such as heavy rain, fog, hail and dust storms, the Management Trust may provide the same venue at the next available date to the organisers.
13. All requisite statutory licenses, no-objection-certificates and permits for the event must be obtained from the government authorities by the Organisers. Copies of these must be submitted to the Sunder Nursery Management Trust **at least 3 days before the commencement of the event**. The event cannot be held if the requisite paperwork has not been submitted to the GSNMT.
14. The Organisers will be wholly responsible for the content being displayed and presented during the event. The GSNMT will not be liable for issues relating to the violation of copyrights and intellectual property rights act.
15. For events to be held at a large scale, organisers shall arrange for additional security to manage performing artists as well as the crowd of attendees. The organisers may contact the Management Trust to engage extra security personnel at additional charges.
16. Events in which more than 2000 attendees are expected, organisers must engage additional traffic management services including the use of valet services for efficient circulation of cars and car-parking.
17. Organisers must ensure patrons do not carry drinks and eatables into the Amphitheatre as well as within the heritage buildings.
18. Organisers must ensure that individuals or objects that may cause harm/public nuisance or may interfere with the event are removed from the venue.
19. Patrons showing signs of intoxication will be refused entry or removed from the premises of the Amphitheatre or any other location of live performances within Sunder Nursery.
20. The GSNMT will provide a maximum of 5KVA electrical load in the Amphitheatre. For extra requirements, the Trust can provide electricity load at the rate of Rs. 250 Per Kilo Watt.
21. The organisers must place adequate event-related signages that inform visitors about the event as well as aid navigation. Locations for placing banners, posters, signages and event-related artworks within Sunder Nursery must be decided in conjunction with the Sunder Nursery Management Trust.
22. Organisers or its agents are not permitted to move, remove or change signages, furniture, fixtures of Sunder Nursery without prior consultation and permission in writing. If permitted, the organisers must restore these upon the completion of the event.
23. Organisers must ensure that temporary structures & materials, posters, banners, furniture and properties placed by them are carefully and immediately removed after the event to restore the park for the general public.
24. Organisers must take appropriate steps to strictly adhere to the Fire Safety Norms outlined by the Government of Delhi.

25. Sunder Nursery is a non-smoking zone. It is the responsibility of the organisers to ensure that patrons strictly adhere to this regulation. For this, corresponding signages must be adequately placed at the venue of the event.
26. For events in which food and beverages are being served, organisers must cordon-off the kitchen and service areas to prevent animal access and maintain hygiene.
27. Sunder Nursery is equipped with a CCTV surveillance system. However, if the organisers wish to increase camera-coverage for the event, additional CCTV cameras can be installed by the organisers following a detailed discussion with the Management Trust.
28. Minors must be accompanied and supervised at all times.
29. Following the directives laid-out by Delhi Police, use of loudspeakers will not be permitted after 22:00 hours in Sunder Nursery.
30. Vehicles above 15 feet of height are not permitted entry into Sunder Nursery.
31. No commercial, promotional or marketing activities are permitted in Sunder Nursery unless permission is sought in writing and approval is granted by the Sunder Nursery Management Trust.
32. The Sunder Nursery Management Trust does not permit personal events such as wedding ceremonies, anniversary parties or similar events to take place at its premises. Religious gatherings & events that are political in nature are also not permitted to take place in Sunder Nursery.
33. Venue bookings at Sunder Nursery are not transferable. If the Management Trust ascertains that the event taking place does not correspond to the booking application/prior discussions, or that it is a personal event, the GSNMT reserves the right to cancel the event.
34. All event-related communication must uniformly state the venue as '**Sunder Nursery – Delhi's Heritage Park**'.
35. The Logo of Sunder Nursery or other project related agencies can only be utilised after permission has been granted by said agency.
36. As venue partners, the Management Trust shall be permitted to post about the event on their social-media platforms, as well as document the event (through photography/videography) for their institutional record.
37. Events that pose a threat of compromising the safety and the cultural & aesthetic character of Sunder Nursery will not be granted permission to take place at the heritage gardens.

I/We have studied the Guidelines for booking a venue at Sunder Nursery and agree to abide by them fully.

I/We realise that the Government Sunder Nursery Management Trust has the right to suspend/cancel the event if violation of any of the above stated Guidelines takes place.

*Signature of Booking Incharge*

*Signature of Event Organiser*

Booking ID : \_\_\_\_\_

Date : \_\_\_\_\_