



Kerala Lalithakala Akademi, Thrissur

Head Office : Phone : 0487-2333773

DURBAR HALL ART CENTRE, ERNAKULAM

Phone : 0487-2367748

GALLERY BOOKING FORM

1. Name of the gallery required for exhibition : **A B C D E**
(✓ in required gallery)
2. Days on which gallery is needed :
3. No. of exhibits (approximate) :
4. Nature/Medium of the exhibits :
5. Name of Artist/Artists whose works are exhibited :
6. Name & Address of the organiser/organisation/
institution conducting the exhibition :
(with Pincode & Phone No.)

CONDITIONS FOR ALLOTING GALLERY

1. Ernakulam Durbar Hall Art galleries will be given on rent for a minimum of 5 days.
2. Gallery time is 11.00 a.m. to 7.00 p.m.
3. The applicants should forward their application to the Akademi within one week after ascertaining the availability of gallery. On receipt of the intimation of allotment of gallery, full rent will have to be paid within 15 days in advance and deposit amount should also be remitted on or before the exhibition commences. No refund allowed against cancellation. Any damages to the Gallery or the materials of the Gallery will be charged from the deposit amount. The deposit will be refunded only after taking back the exhibits from the gallery.
4. Rs. per hour will be charged for usage of generator on failure of electricity. For Solo Exhibition (conducted by the Akademi) generator will be used for lighting only during the evening i.e. 6.00 p.m. to 7.00 p.m.
5. The Secretary of the Akademi has the right to cancel or change the booking date in case the gallery is required by the Akademi or for any Govt. programmes.
6. The exhibitor is not permitted to conduct any entertainment, meetings or to serve refreshment inside the gallery. Only paintings and Sculptures are permitted in the gallery. Sticker or tape on the wall for sticking paper should not be used. Banners should not be displayed across the gate. Only one banner of the exhibition can be exhibited in front of the gallery. No banners or other display materials should be put up in the gallery compound.
7. No changes in the existing pattern of gallery is allowed. The lighting arrangement changes can be made only with the permission of the gallery attender that too once.

8. For using the gallery during on holidays an addition amount of Rs. 100/- has to be paid for the service of the employee of Akademi.
9. After getting confirmation of the availability of gallery from Head Office, application should be sent with in one week to “The Secretary, Kerala Lalithakala Akademi, Thrissur - 680 020”.
10. Artists are advised to visit the gallery in advance and understand fully the way of present system of arranging exhibits. Exhibition are allowed only during day time, no permission after 7.00 p.m. when fixing items no nails are to be used but use screws using a drilling machine. Instructions of the Asst. Exhibition Officer are always to be followed for the effectiveness of the display.

I hereby agree with conditions given above.

Place :
Date :

Applicant's Signature
Name & Address

Gallery allotted for the above dates/Application rejected.

Manager

Secretary

<u>Durbar Hall Art Centre, Ernakulam</u>	<u>Gallery Rent</u>	<u>Deposit</u>
Ground Floor “A” Gallery	300.00	600.00
Ground Floor “B” Gallery	600.00	1,200.00
Ground Floor “C” Gallery	300.00	600.00
First Floor “D” Gallery	1,500.00	3,000.00
First Floor “E” Gallery	500.00	1,000.00