

# L & P HUTHEESING VISUAL ART CENTRE

K.L.CAMPUS, CEPT UNIVERSITY, GUJARAT UNIVERSITY ROAD,  
NAVRANGPURA, AHMEDABAD-380009  
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## APPLICATION FOR THE GALLERY ( I / II / AMPHITHEATRE )

Name & Address of artist (s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tel/Mob: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name & Address of Organization / Sponsor (s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tel/Mob: \_\_\_\_\_ E-mail: \_\_\_\_\_

I / We wish to book the space (Gallery I/ Gallery II/ Amphitheater) for a total of \_\_\_\_\_ (in  
words) \_\_\_\_\_ days between Date/Month/Year: \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

The brief about the work of art to be exhibited is given below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GST NO.(If Applicable) : \_\_\_\_\_

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

Place: \_\_\_\_\_

Signature of the applicant (s)

## RULES & REGULATIONS TO BE OBSERVED

For **Gallery I**, the rates per day are as follows:

Category:	A	B
Fees (per day for 4PM-8PM)	Individual/Solo Show Rs. 4,500/- + 18%GST	GroupShow/Sponsored Rs. 7,000/- +18%GST
Fees(per day for 12PM-7PM)	Rs.7,000/- +18% GST	Rs. 14,000/- +18% GST

For **Gallery II**, the rates per day are as follows:

Fees (per day for 4PM-8PM) Rs. 2,500/- + 18% GST

Fees (per day for 12PM-7PM) Rs. 4,500/- + 18%GST

For **Amphitheatre**

Fees (per day 5PM-9PM) Rs.10,000/- +18% GST

For **Outdoor Space**

Fees(per day 4PM-8PM) Rs.10,000/- +18% GST

Fees for **Display** Rs.2,000/-  
Mandatory

1. Management of Hutheesing Centre reserves the rights to refuse/cancel any application.
2. On the confirmation of booking, the full amount is to be paid at same time along with the booking form.

**Pay through D.D or cheque in favor of L&P Hutheesing Visual Art Centre**

**Account Name:** L&P HUTHEESING VISUAL ART CENTRE

**Bank Name:** BANK OF INDIA

**Account Number:** 200920100001181

**IFSC Code:** BKID0002009

**Branch:** NAVRANGPURA,AHMEDABAD

Once the payment is made via online transfer, the screenshot or proof of transaction must be shared with the Centre via email or WhatsApp for verification.

3. Once the exhibition space is booked, it cannot be transferred or shifted to any other dates under any circumstances.
4. In the case of cancellation, the under mentioned amount will be deducted from your advance paid fees:
  - (i) notice of 60 days or more – 50%
  - (ii) notice of 10 days to 59 days – 75%
  - (iii) notice of less than 10 days – 100%

Amount paid by the waitlisted will be refunded if their application cannot be considered. The refund will be made by cheque within a month.

5. The management of Hutheesing Centre is not responsible for the security of the exhibits, or any of their belongings. Exhibitor shall respect and comply with the authority of the Hutheesing Centre's management at all times.
6. Exhibitor(s) shall not damage, deface, or soil any part of the gallery premises including walls, doors, pedestals, or furniture use of pins, nails, adhesives, tapes, or any similar materials on gallery surfaces is strictly prohibited. In the event of damage, the exhibitor(s) shall be liable to pay a penalty.
7. Only exhibition related posters can be displayed on the Centre's designated notice board and posters related to any commercial, promotional, or unrelated nature are not permitted.
8. The gallery does not provide any storage facilities. Exhibits or related materials cannot be stored at the venue before or after the exhibition period.
9. The exhibitor(s) shall take full responsibility for the display and dismantle of exhibits. The exhibitor(s) is also responsible for removing all the material latest by 8:30 P.M. on the final day of the exhibition.
10. If the gallery is required to be closed for reasons beyond its control, such as strikes, natural calamity or a special government notification; no refund of rent will be made by the centre. In rare cases where the management decides to close the centre, the administration will either reschedule the day of the exhibition or refund the rent for that particular day.
11. If the applicant is found to have acted unlawfully, made false claims, or violated booking rules, the centre reserves the right to cancel the permission without refund. The centre is not liable for any resulting loss or damage, and the administration's decision will be final and binding.
12. Exhibitor(s) are not permitted to transfer or sub-let any portion of the centre or its properties to any other person or organization. The management reserves the right to remove forthwith any such transferee, and the center shall not be liable for any loss or damage occurred in the process.
13. Exhibition space will be offered to artists or art institutions which are considered most deserving among the applicants. Every effort will be made to accommodate all those artists or art institutions who are approved by the management. Those who cannot be accommodated will be put on a waiting list and will be offered the centre's space against cancellation. The wait-listed have to pay 50 % of the amount as applicable.
14. No entrance fees should be charged for any exhibition, however if any exhibitor desires to charge entrance fee, permission for the same is to be obtained from the center management team.
15. For sitting arrangement, one table and 10 chairs would be provided by the centre. In case of requirement of extra chairs or for arrangement of refreshments i.e. Tea-coffee, Cold drinks, etc. the exhibitor(s) can ask for the guidance from the management of the center office. Chairs should be arranged outside the gallery space.

16. No hazardous materials should be brought in the center or used in the gallery and all doors should be kept free of any obstacles at all times.
17. Any member of the management or centre staff or any person authorized by the management shall have full authority to enter any part of the gallery during its use by applicant(s).
18. The applicant(s) shall obtain necessary permissions from the respective Govt. authorities if required by prevailing law or notification. Also, applicant(s) are responsible for taxes and levies payable to the Government. The management cannot be held responsible for non-compliance of the procedure in any manner. The management cannot be held responsible for the content exhibited; the responsibility lies solely on the artist/ exhibitor(s).
19. Smoking in the premises is strictly prohibited. Any type of food or drinks are not permissible in the Gallery area.
20. In the event of any disputes, the centre's director reserves all rights to take any action appropriate including termination of the contract. This is non-negotiable.

confirm that I have thoroughly read and understood the rules & regulations.

1. I undertake to comply with all the stated rules and regulations in their entirety.
2. I am fully aware that any violation or transgression of the aforementioned rules and regulations will result in consequences, which I am prepared to accept and bear.

By signing below, I affirm my commitment to fully adhere to all rules and regulations and acknowledge my responsibility for any consequences arising from non-compliance.

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

**Signature of the applicant (s)**

Place: \_\_\_\_\_