

AUDITORIUM REQUEST FORM

Alliance Française of Pondicherry

For private events



The Alliance Française de Pondichéry makes its auditorium available for private cultural and artistic events, subject to availability and approval. This document contains the information, procedures and conditions applicable to the rental of the venue. Applicants are invited to read these guidelines carefully before submitting their request.

RDV technique :

RDV direction :

I- APPLICANT INFORMATION - Person responsible for the event (contract signatory)

Name :

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Organisation / Institution (if applicable)

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Nationality :

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TPhone number :

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Email address :

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Address :

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Website or Instagram

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Languages spoken: Tamil French English

II- EVENT DETAILS

Preferred Date

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Estimated number of guests: *Note: The event is limited to a maximum of 180 people.*

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Event Title

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Why have you chosen the Alliance Française auditorium?

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III. EVENT SCHEDULE

Maximum rental duration: 7 hours

	TIME
Setup	
Activity	
Doors Open	
End of Performance	
Dismantling	

IV. PERFORMERS (2 max)

(Complete only if applicable.)

Performer 1

Name

.....

Date of Birth

.....

Role

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Performer 2

Name

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Date of Birth

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Role

.....

Dance School / Teacher

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V- TECHNICAL REQUIREMENTS

Please review the auditorium technical specifications sheet. Will you require any additional equipment to be rented for your event?

- The auditorium equipment is sufficient.**
- Additional equipment required:**

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Meal Box Provided at the End of the Performance:

- YES** **NO**

RENTAL CONDITIONS

- **Rental fee: ₹31,000** (maximum 7 consecutive hours, including setup and dismantling)
- **Security deposit: ₹5,000 (cash only).** The deposit will be refunded within ____ days after the event, provided no damage or breach of the rental conditions is observed.
- **Payment:** Full payment must be received no later than the **1st day of the month** in which the event takes place.
- **Capacity:** Maximum 180 guests.
- **Food & beverages:** No food or drinks are permitted inside the auditorium.
- **Reservation deadline:** Requests must be submitted at least **three weeks before the event.**
- **Confirmation:** Reservations are confirmed only **after approval by the Alliance Française de Pondichéry and signature of the rental agreement.**

DECLARATION

- I certify that all information provided is accurate.
- I have read and accept the rental conditions.
- I understand that failure to comply with these rules may result in cancellation of the event and forfeiture of the security deposit.

Declaration and Acknowledgment

Please complete this form and submit it to a security officer at Alliance Française de Pondichéry, for the attention of the Cultural Department.

1. Once your request has been reviewed, we will contact you to schedule a technical meeting with our Technical Manager and Cultural Development Officer.
2. A second meeting will then be arranged with the Director or the Cultural Development Officer to finalize and sign the rental agreement.

DOCUMENTS TO ATTACH

1. Copy of applicant's ID
2. Copy of performers' IDs
3. Event programme (if available)
4. Technical rider (if applicable)

Date:

**Signature of the person in charge of the event
"Read and approved"**