

**DEPARTMENT OF MUSEUMS AND ZOOS**  
**MUSEUM AUDITORIUM BOOKING APPLICATION FORM**  
(Effective from 01/04/2025)

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**1. Applicant Details**

- **Name of the Organization/Individual:**

\_\_\_\_\_

- **Type (Institution/Society/Individual):**

\_\_\_\_\_

- **Authorized Contact Person:**

\_\_\_\_\_

- **Designation:**

\_\_\_\_\_

- **Address for Communication:**

\_\_\_\_\_

\_\_\_\_\_

- **Phone Number:** \_\_\_\_\_

- **Email ID:** \_\_\_\_\_

\_\_\_\_\_

**2. Event Details**

- **Title of the Program:**

\_\_\_\_\_

- **Nature of the Program:**

☐ Cultural Event    ☐ Seminar/Conference    ☐ Literary Event    ☐ Art/Science Exhibition

☐ Official Program    ☐ Entertainment with Ticket/Pass    ☐ Entertainment without Ticket

☐ Audio-Visual Release    ☐ Other (specify): \_\_\_\_\_

- **Date(s) of Use:**

\_\_\_\_\_

- **Time Slot Requested:**

☐ Full Day (10 AM – 5 PM)    ☐ 9 AM – 1 PM    ☐ 3 PM – 9 PM    ☐ 10 AM – 7 PM (Exhibition)

- **Dates Requested:**

- **Expected Number of Participants:**

\_\_\_\_\_

- **Will the event include use of loudspeakers/audio systems?**

☐ Yes    ☐ No

- **Will you be displaying banners/posters?**

☐ Yes    ☐ No    If yes, approval required

- **Will any technical equipment be installed?**

☐ Yes    ☐ No    (If yes, provide details and obtain prior permission)

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### 3. Facilities Required

- ☐ AC Auditorium      ☐ Non-AC Auditorium  
☐ LED Display      ☐ Public Address System  
☐ Operating Staff for PA System
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### 4. Attachments (Mandatory)

Please ensure the following documents are attached with this application:

- ☐ Program schedule/brief description of the event
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### 5. Declaration by Applicant

I hereby declare that the information furnished above is true to the best of my knowledge. I agree to abide by the terms and conditions prescribed by the Department of Museums and Zoos. I understand that any violation of the rules may lead to cancellation of the booking without refund.

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

**Signature of the Applicant:**

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

**Seal (if applicable)**

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### For Office Use Only

- **Booking Approved:** ☐ Yes    ☐ No
- **Date(s) Allotted:** \_\_\_\_\_
- **Time Slot:** \_\_\_\_\_
- **Total Rent (₹):** \_\_\_\_\_
- **Security Deposit (₹):** \_\_\_\_\_
- **Payment Receipt No. & Date:** \_\_\_\_\_

**Remarks:**

\_\_\_\_\_  
**Authorized Officer's Name & Signature:**

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