

The Tagore Centre
Embassy of India, Berlin, Germany

Terms & Conditions

- 1. Please read this document before you apply for an event. Your proposed event must be conform to the mandate of The Tagore Centre (TTC) in its capacity as the Cultural Wing of the Embassy of India, Berlin/Germany.**
2. The minimum of four months notice is needed to hold an event at TTC. Your proposed event will only be formally confirmed once this duly filled form is received and our program planning committee has approved your event. We aim to host high quality events, therefore, please take due care in writing the synopsis of your event in the attached application form.
3. Venue is provided free of charge if your proposal is accepted. TTC does not hold ticketed events.
4. TTC does not host events involving under aged performers / artists.
5. TTC does not host artists more than once in a year or in consecutive years, e.g., if you have had an event in 2023, we will not host you again in 2023-2024. (This does not apply to accompanists)
6. Honorarium is only provided for certain events at the discretion of TTC, rates are sanctioned by the Indian Council for Cultural Relations (ICCR) and are revised from time to time.
7. Any payment from the TTC/Indian Embassy towards artists will be made by bank transfer. Artists should therefore ensure to provide correct bank details on their invoice, which is to be handed over to TTC on the performance day. Cash payment is only possible in case of the non availability of a bank account in Germany.
8. No other remunerations are payable, if not agreed in advance by ICCR/The Tagore Centre, on account of travel, accommodation or any other expenses by the artist.
9. TTC will not provide any invitation letter for facilitation of visa for artists coming from abroad.
10. TTC does not provide any assistance in terms of airfares, transport, or hospitality.
11. TTC reserves the right to reschedule/ cancel an event in case of exigencies, without prior notice. Right of admission to the Centre is reserved.
12. In case the artist cancels the event after it has already been publicised, it may lead to the artist being blacklisted in the future.
13. Events are held only on weekdays excluding holidays, between 6 pm and 8 pm.
14. Premises should be positively vacated by 8:30 pm.

15. If you propose to host a reception at your cost, please confirm this in the application form. Catering will be provided by vendors nominated by TTC.
16. TTC retains its right to use photographs/ video material for internal review and publicity purposes across online and print media.
17. TTC will give due publicity to the event via website/ email/ social media. You are strongly advised to send personal invitations to ensure a good turnout. Any invitations and publicity materials must be approved by TTC prior to use.
18. No food and drinks are allowed in the auditorium.
19. In all matters, the decision of the Centre communicated by the staff on duty will be final.
20. The artist may be blacklisted if any T & C's are violated.
21. An application to perform at TTC is an acknowledgement of the acceptance of these terms and conditions.

Code of practice for cultural Programmes

(I) Concerts, Dance Shows, Talks, Exhibitions, Panel Discussions, Book launches

- (1) Written applications giving details of proposed event, photographs, audio video clips and CV of Artist/individuals participating to be submitted four months in advance for review and allotment of date.
- (2) All participants must arrive at the Tagore Centre at least 2 (two) hours before scheduled time on the day of the programme to ensure a smooth program flow / rehearsals.
- (3) The Tagore Centre will logistically and technically prepare and run the event.
- (4) The artist should communicate his/her travel details along with the accommodation address with contact details in Berlin at least 2 weeks in advance to the Centre.

(II) Specific clauses for Book Launches:

- (1) Since books are zero rated for duty purposes, sale by publishers, authors or by their representatives would be permitted on the day of the book launch only for the purpose of the book signing by the author.
- (2) The Tagore Centre will not involve itself to the sale of books launched at the Centre.
- (3) A copy of the book duly autographed by the author must be given to the Centre for its Archives.

(II) Specific clauses for Films/Music:

No sale of DVDs, CDs and VCDs is permitted on the Centre's premises.

(III) Specific clauses for Exhibitions:

- (1) The Foyer area of the Indian Embassy, Berlin, is provided to the artist/organization without any charges.

- (2) The artist/organization is responsible for transporting, installing and removing the exhibition.
- (3) No extra lights are provided by the Tagore Centre. If required, lights can be installed by the artist/organization after consultation with the Center staff.
- (4) Installation should be done without any damage to the structures available.
- (5) No sell-purchase is permissible within the Embassy premises.
- (6) No storage space for keeping the exhibits after the exhibition is available. The artist/organization should arrange for the transportation of the exhibits from our premises the same day when the exhibition is removed.
- (7) A complete list of all exhibits is to be handed over to the Tagore Centre along with this document. The Tagore Centre reserves the right of making the final selection of the exhibits.
- (8) The Tagore Centre is neither responsible for insurance of art objects nor liable in case of any damage.

Reservation of the auditorium by the Person is an acknowledgment of the acceptance of these terms and conditions.

In all matters, the decision of the Centre communicated by the staff on duty will be final. Right of admission to the Centre is reserved.

All persons entering TTC / Indian Embassy premises need to carry their valid ID card/Passport for identification at the gate.

A signed copy of this document shall be sent to: kultur.berlin@mea.gov.in