

VICTORIA MEMORIAL HALL
1, Queen's Way, Kolkata – 700 071

General guidelines for partnering /co-hosting of events proposed with and at Victoria Memorial Hall

1. Thematic relevance

1.1 The theme or nature of event proposed must concur with the thrust areas of work/interest of VMH and/or its activities as mandated by the Ministry of Culture, Government of India and/or the Board of Trustees of VMH. Such partnering/ co-hosting by VMH shall not be one-off exercises on compassionate, philanthropic or similar grounds but shall rather complement/supplement VMH's own events calendar.

1.2 VMH shall only consider proposals where its role is clearly that of a partner/co-host and not merely a venue partner.

1.3 Any proposal seeking financial grant or sponsorship cannot be considered by VMH.

2. Eligibility criteria for partnering organisation

2.1 The organisation should be registered for at least 5 years.

2.2 The said organisation must have previous experience of collaborating with a national level organisation/institution.

2.3 Proposals will be considered on a first-come-first served basis, subject to other conditions mentioned elsewhere in these guidelines.

3. How to apply

3.1 The proposals must be made on the letterhead of the organisation and should be accompanied by the documents mentioned under the following clause 3.2.

3.2 The proposal must be accompanied by (a) details of the event including the names of the proposed participating artist(e)s/speakers/resource persons; (b) copy of the valid registration certificate of the organisation; (c) copies of the annual reports and audited accounts for the three preceding years; (d) Names, addresses, email IDs and the contact numbers of the organisation's Governing Body members.

3.3 Proposals must reach VMH at least two months before the proposed date of the event.

3.4 Proposals from the same organisation may not be considered within the next two years, with the exception of regular annual events approved by the Board of Trustees.

4. Other conditions

4.1 On approval of the proposal, a Memorandum of Understanding will be signed between the partners, detailing all the organisational and financial responsibilities of all the concerned partners, which will have to be adhered to in letter and spirit.

4.2 The financial responsibilities of VMH for such events will generally be restricted to bearing/reimbursing a portion of the costs for venue decoration , lights and sound subject to an upper limit to be decided on a case-to-case basis, depending on available budget and funds.

4.3 Depending on the nature and complexity of the proposed event, it may be necessary to seek the approval of the Board of Trustees of VMH in individual cases.

4.4 Statutory permissions, if necessary, will be the responsibility of the partner organisation. This includes any copyrights or intellectual property rights for images/music/film clips etc. to be used for the event.

4.5 For any co-hosted event, all publicity materials shall bear the logos of the Ministry of Culture, Government of India, VMH and the partnering organisation(s) only. No other logos or branding of any kind shall be allowed within the premises of VMH, unless specifically agreed upon for any particular event.

4.6 VMH reserves the right to reject any proposal or even black-list an organisation for non-compliance of agreed conditions.

5. Power to relax

Subject to the consent of the Board of Trustees of VMH, the Management of VMH may relax any of the conditions mentioned herein above in special cases.