

APPLICATION FORM (On your letterhead)

To
The Production Manager,
FTII Deemed to be University (Film and Television Institute of India)
Law College Road,
Pune – 411 004.

Subject: [Your Institute/Company/Organization's Name]: [Event Name] – Request for FTII Theatre Booking

Dear Sir/Madam,

We are planning to screen our film/event titled [Film Title/Event Title] at [Venue] on [Date]. Below are the details:

Film Title/Event Title	
Censor Certificate or Exemption Order No. (if applicable)	
Venue (Main Theater/New Auditorium/Renu Saluja CRT/Preview Theater)	
Date of Screening/Event	
Time of Screening/Event	
Duration & Type of Audience (Open/Invite only)	

Thanking you,

Signature :
Name :
Designation :
Company/Organization :
Date :

Please attach copy of the Synopsis of the Film / Details of the Event along with the application form

(THIS IS JUST A SAMPLE. KINDLY WRITE A LETTER THAT IS IN LINE WITH AND RELEVANT TO YOUR BOOKING)

Reservation of Seats for FTII

The reservation of seats will be applicable as per given table below:

Sr. No.	Category/ Event	Venue	Seating Capacity	Reservation of Seats	Dedicated Space or Modality
1.	Musical Performance, Theatrical Productions and other Live Events	New Auditorium	577	10 %	Free Passes or Tickets, whichever applicable, will be given to Production Manager, FTII.
		Main Theatre	200		
		Renu Saluja CRT	100		
2.	Film Screening with restricted entry	New Auditorium	577	20 %	In The Balcony Area
		Main Theatre	200	20 %	As per Seating Capacity
		Renu Saluja CRT	100	20 %	As per Seating Capacity

TERMS AND CONDITIONS

1. The audience will be allowed inside the theatre not more than 15 minutes prior to the screening / events and inside the campus not more than 30 min prior to the screening / events.
2. If any prior arrangements need to be made inside the theatre, the timing will be calculated accordingly.
3. The organizer will be allowed inside the theatre and inside the campus not more than 1 hour prior to the screening / events.
4. If any banners, posters, or standees need to be installed inside the campus, they will be permitted after prior permission from the officials.
5. The booking party should adhere to the date and timing of the screening.
6. **The booking will be confirmed after paying 100% rent along with applicable security deposit in advance.**
7. If the show or program is **cancelled 48 hours** before the event starts by the booking party after remitting the full amount, **ONLY 50% OF THE TOTAL AMOUNT WILL BE REFUNDED.**
8. An indemnity undertaking document has to be submitted before booking for any type of screening at the FTII theatres.
9. The organizer is solely responsible for copyright violations, if any, and shall submit the No Objection Certificate from the copyright owner before screening at the FTII theatres.
10. Smoking, consumption of alcohol, and usage of tobacco products are strictly prohibited inside the theatre or the FTII campus.
11. Any flammable material is restricted inside the theatre or the FTII premises.
12. Stickers, posters, banners, and videography/still photography are allowed only after prior permission from an FTII official.
13. Eatables and footwear are strictly prohibited inside the screening hall.
14. Snacks can be distributed outside, at designated place/s mentioned by FTII official for audiences, and proper sanitation has to be maintained by the party.
15. The booking party is responsible for any damage to the FTII property during the screening or events, and a penalty will be imposed based on the assessment.
16. The FTII is not responsible for the loss of goods or valuables inside or outside the theatre premises.
17. Parking of vehicles is at the owner's risk, and FTII is not responsible for any damage or theft to the vehicles parked. It can accommodate 25 cars and 50 two-wheelers.

- 18.If there is any technical breakdown of the UPS, projector, air conditioner, server, electricity, etc. during the screening, the booking will be cancelled by FTII. The date may be rescheduled or booking amount will be refunded within 2 weeks. No any other compensation will be provided in such case/s.
- 19.No security refund claim shall be entertained after 15 working days from the date of the event.
- 20.All precautionary measures for the safety of attendees must be taken by the party.
- 21.The booking party should obtain all necessary clearances, licenses, and police permissions, wherever applicable, before holding film festivals, drama or functions, etc.
- 22.Prior permission from FTII is required in all cases other than those mentioned above.
- 23.Taxes will be applicable as per the government norms.
- 24.Lighting of oil-lamp to mark the inauguration etc. is allowed inside the theatre after prior permission of FTII officials to ensure the safety parameters.
- 25.A screening will be considered as a closed screening if, it's by invite only for only 25 people, no promotion is done on any media (Social/Online/Offline) otherwise it will have treated as general screening.

I hereby acknowledge that I have completely read and fully understood and will adhere by the Terms and Conditions for theatre booking at the FTII, Pune.

Name of the Event: _____

Name of the Signatory: _____

Signature:_____

LETTER OF INDEMNITY

(To be printed on your organization's letterhead)

This letter seeks to indemnify Film and Television Institute of India (Deemed to be University) from and against any and all claims, damages, copyright issues, legal actions, losses, or any liabilities that may arise from the screening of the film/event titled [Film Title] on [Date] at FTII premises.

Signature :

Name :

Designation :

Organization :

Date :

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RELEVANT TO YOUR BOOKING**

LETTER OF DECLARATION

(To be printed on your organization's letterhead)

We hereby declare that the film [Film Title] to be screened at FTII on [Date] has been duly certified by the Central Board of Film Certification / Exempted for screening.

We affirm that the content does not hurt any public sentiment or show bias toward any individual, gender, society, creed, or religion.

Enclosed is the Letter of Indemnity to indemnify FTII from any potential liability.

Signature :

Name :

Designation :

Organization :

Date :