

Embassy of India

Yangon

SOP concerning utilization of facilities at the India Centre

- ❖ Requests to be made at least 15 days before the date of event.
- ❖ The allocation is subject to availability.
- ❖ The facilities are offered strictly on 'as is where is Basis'. Request to shift furniture from one place to another will not be accepted.
- ❖ Cleaning of premises after the event is the responsibility of the organiser and must be done on the same day as the event.
- ❖ Only persons with registration or invitations will be allowed entry during the event. The organizer would ensure that the invitees do not roam around India Centre except the designated venue and public access areas.
- ❖ Parking in India Centre premises will be as per prior understanding. [Security Assistant to be intimated in advance]
- ❖ No additional facility/space can be used other than approved venue. The venue cannot be used for any purpose other than the permitted purpose.
- ❖ Audio visual facilities have been provided in the auditorium and conference rooms at India Centre. For technical assistance requirement, embassy staff may assist. Organiser is to book the technical assistance requirement 48 hours prior to the event. In case of event being after working hours (9.30 am to 5.30 pm), the organiser shall arrange for its own technical assistance.
- ❖ Eatables/tea/coffee etc. are allowed only in cafeteria area on the ground floor and not at any other place/venue in India Centre. Only prepared food to be served at the cafeteria. **Cafeteria will not be used as kitchen.**
- ❖ **Serving of alcoholic beverages is strictly prohibited in India Centre.**
- ❖ Prior approval of the Head of Chancery (HOC) is required for bringing in any additional items or erecting any stage/dais/decoration pieces etc. Even if approved, it should not affect structure/artwork/basic ambience of the India Centre. HOC has the final say in the matter.

- ❖ **The organiser shall ensure that the event should not be used for, (i) any political purposes, (ii) spreading of misinformation or hate speech, and (iii) for criticism of Indian/Myanmar or any third country government(s).**
- ❖ Programme, with a sample of backdrop/banner, full details of organiser, nodal person, number of invitees and their details are to be provided 7 days prior to the event.
- ❖ All banners, hoardings, placards, boards, signage, and all additional audio-visual systems, lights, TV monitors, etc., as applicable, are to be removed by the organizer same day after the event is completed. Any damage to the structure, fixtures, audio visual system, electrical/electronic systems, decor, furniture, equipment, artwork, plants, etc. at India Centre would be the responsibility of the user who will have to pay for repair and restoration.
- ❖ Organiser to pay USD 150 as security deposit from which cost of repair/restoration/penalty will be deducted in case of violation of above rules.
- ❖ If organiser opt to utilize technical assistance from Embassy staff, organisers will pay MMK 40,000 per hour for after office hours on working days and MMK 100,000 per day on weekends/holidays for technical support.
- ❖ In case organisers opt for usage of Diesel Gen-Set (in case of electric failure) for AC purpose, separate charges of MMK 60,000 per hour will be charged. These rates are subject to change any time without any notice.
- ❖ The booking is subject to cancellation in case Embassy's own meeting/event. In this case, a notice of at least 24 hours would be provided to the organiser for making alternate arrangements.
- ❖ Duly filled in application should be submitted to:

Head of Chancery
Embassy of India
Yangon
E-mail: hoc.yangon@mea.gov.in