Department of Cultural Affairs
Reservation of Independence Square
Rules and Regulations

1. Following documents should be produced for Photo shooting and video recording of wedding events.
   - 1.1. Dully filled application
   - 1.2. Copies of National Identity Cards of the bride and the groom
   - 1.3. Wedding invitation
2. The letter of permission will be issued either to the bride or to the groom or to mother/father.
3. Charges
   - 3.1 Charges for photo shooting and video recording for wedding events,
     - 3.1.1 for three hour duration Rs. 2000.00
   - 3.2 For any other special recordings other than 3.1 above (Commercials, Sort Films, Cinema activities, documentary films etc.)
     - 3.2.1. Rs. 5,000.00 for three hour duration,
     - 3.2.2. Rs. 1,000.00 for any additional hour,
   - 3.3 Video recordings related to foreign affairs,
     - 3.3.1. Rs. 10,000.00 for three hour duration.

4. A sum of Rs. 20,000 will be retained as a deposit for the reservations other than the reservations mentioned in above 3, at the time of making the reservations.

(N. B. These charges may subject to change from time to time.)

4. **General conditions**
   - 4.1 Application should be submitted 07 days prior to the relevant date of reservation.
   - 4.2 The due payments should be made for the reservation.
   - 4.3 Letter of permission is issued on weekdays from 9.00 am to 12.00 pm and 1.00pm to 3.00 pm.
   - 4.4 Your attention should be drawn to the time duration of reservation specified in your letter of permission.
   - 4.5 Electricity facility will not be provided by the Independence Square. (You could use a generator)
   - 4.6 It is your responsibility to clean the place and remove the garbage after the activities.
   - 4.7 You should not carry out any activity other than the purpose for which the premises is reserved.
   - 4.8 You should not involve in any activity in a manner that breaches the human rights.
5. **Special conditions**
   - 5.1 If you wish to use areal cameras, the written permission should be obtained from the Ministry of Defense in such cases.
   - 5.2 Prior approval should be obtained from the Presidential Secretariat if the National Flag is hoisted for this purpose.
   - 5.3 Usage of fire crackers and fireworks is strictly prohibited.
   - 5.4 Erecting of temporary huts, tents on the grass area is strictly prohibited.
   - 5.5 Recordings should be concluded during the time period between 6.00 am to 6.00 pm.

N. B. – You are kindly informed to carry out your purpose preserving the social and cultural value of this premises. You are bound to protect the premises and its property. Please note that, in the event of any damage or loss, you/your institution should bear the cost of such damage or loss.