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Ministry of Economic Affairs
“towards a green and self reliant economy”

RULES ON PLACES OF ENTERTAINMENT

2018

**Ministry of Economic Affairs
Royal Government of Bhutan
Thimphu, Bhutan**

Table of Contents

CHAPTER 1 Preliminary.....	1
1.1 Legal basis.....	1
1.2. Title and Commencement.....	1
1.3. Scope of Application.....	1
1.4. Amendment.....	1
1.5. Interpretation.....	1
1.6. Rules of Construction.....	1
1.7. Definitions.....	1
 CHAPTER 2 Entertainment Licensing Committee (ELC).....	 3
2.1 Establishment of an Entertainment Licensing Committee (ELC).....	3
2.2 Roles and responsibility of ELC.....	3
2.3 Procedures for reviewing the application for places of entertainment.....	4
2.4 Determination of the Location of the proposed Place-of Entertainment.....	4
 CHAPTER 3 Licensing of the Places of Entertainment.....	 5
3.1 Process for obtaining licence for Places of Entertainment.....	5
3.2 Licence for Place of Entertainment.....	5
3.3 Technical Standards for Places of Entertainment.....	5
3.4 Duration of the licence.....	5
3.5 Renewal of Licence.....	6
 CHAPTER 4 Obligation of the licensee & Penalties.....	 7
4.1 Obligations of the licensee.....	7
4.2 Penalties.....	7
 SCHEDULE A: TECHNICAL STANDARDS FOR PLACES OF ENTERTAINMENT.....	 9
SCHEDULE B: CHECK LIST FOR TECHNICAL STANDARD.....	18
SCHEDULE C:RECOMMENDATION FORM FOR ISSUANCE OF LICENCE FOR ESTABLISHMENT OF PLACES OF ENTERTAINMENT.....	25
SCHEDULE D: OPERATIONAL TIME FOR THE PLACES OF ENTERTAINMENT.....	26
ANNEXURE A: APPLICATION FOR PLACES OF ENTERTAINMENT.....	27
ANNEXURE B: APPLICATION FORM FOR PERFORMING TROUPE (LUYANG).....	29
ANNEXURE C: APPLICATION FOR OBTAINING PERMIT TO CONDUCT REALITY SHOW.....	31
ANNEXURE D: GUIDELINES FOR PREPARING PROPOSAL FOR REALITY SHOW PROGRAMME.....	34
ANNEXURE E: RENEWAL OF LICENCE FOR PLACES OF ENTERTAINMENT.....	35

CHAPTER 1

Preliminary

1.1 Legal basis

In accordance with Section 33, 122 and 123 of the Bhutan Information, Communications and Media Act 2006, the Bhutan InfoComm and Media Authority, hereafter known as the Authority, had issued the Rules Governing Places of Entertainment.

However, by the authority conferred by Section 85, Chapter 5 of the amended Information, Communications and Media Act of Bhutan 2018, hereafter known as the “Act”, the Ministry of Economic Affairs, hereafter known as the “Ministry” takes the responsibility to promulgate and implement the Rules Governing Places of Entertainment.

1.2. Title and Commencement

This Rule shall be known as the Rules Governing the Places of Entertainment 2018. The promulgation and implementation of the Rules Governing the Places of Entertainment 2018, hereafter known as the “Rule”, shall commence from 1st July, 2018 corresponding to the 18th day of the 5th Month of the Bhutanese Earth Male Dog Year.

1.3. Scope of Application

This Rule shall apply to all the places of entertainment operating within the Kingdom of Bhutan and should be read in conjunction with other relevant rules and regulations issued by the Ministry.

1.4. Amendment

Amendment to this Rule shall be made according to the needs and changes in the national priorities, policies and industry trends. Hence, the amendment to this Rule by way of addition, variation or repeal may be affected by the Ministry as and when required.

1.5. Interpretation

The power to interpret this Rule shall be vested with the Ministry who may issue such instruction as may be necessary to give effect to and carry out the provisions of this Rule.

1.6. Rules of Construction

In this Rule unless the context indicates otherwise, the masculine gender shall include the feminine gender and the singular shall include the plural.

1.7. Definitions

Unless the context otherwise requires, the following words and terms used in this Rule shall have the following meanings assigned to them:

Closure Timing means the time specified under Schedule D of this Rule.

Designated residential area means areas in which housing (residential) predominates, as opposed to commercial areas.

Entertainment means any performance, dance, exhibition, amusement, game, sport or race to which persons are admitted with or without payment but does not include performance of a drama.

Location Clearance means clearance issued by a competent authority certifying that the establishment is structurally and location-wise suitable for the establishment of the proposed entertainment place.

License means License issued by the Ministry in accordance with this Rule.

Time-bound entertainment means any type of entertainment that is intended to showcase for a limited number of days.

Ministry means the Ministry of Economic Affairs

Place of Entertainment is defined as any establishment that provides any form of entertainment whatsoever intended for the general public. Such establishment includes movie halls, discotheque, dance hall, music halls, gaming parlours, etc.

- a) **Drayang** means an established entertainment place where the performers dance to the recorded and/or live music.
- b) **Discotheque** means a night club for dancing to live or recorded music and often featuring sophisticated sound system, elaborate lighting, and other effects.
- c) **Karaoke** means an establishment where individuals or group of individuals sing along with pre-recorded music with lyrics projected on a TV screen.
- d) **Live Music** means an established place where live music and/or songs are being performed.
- e) **Performing troupe** means an establishment that house group of singers and dancers for performing traditional songs and dances to the general public.
- f) **Urban core** means the center of a city /town in a municipality designated as the main commercial (business) area.

CHAPTER 2

Entertainment Licensing Committee (ELC)

2.1 Establishment of an Entertainment Licensing Committee (ELC)

- a) As per section 85 (4) of the Act, the ELC shall be established in each Dzongkhag or Dungkhag or Thromde for determining the need for an entertainment place in their locality and also to review applications for establishment of Entertainment Places, conduct inspections and recommend such proposal for issuance of license by the Ministry. The ELC shall also ensure and enforce compliance as per the existing standards, guidelines, rules, regulations and any other relevant laws.
- b) The ELC must be chaired by the Dzongda/Dungpa in Dzongkhag/Dungkhag and the Thrompon/Executive Secretary in Thromde or any other competent person appointed by them. In the event the designated official appoints a Chairperson other than himself, such appointment shall be notified to the Ministry.
- c) The ELC shall comprise not less than five (5) members including the Chairperson, and the decisions of the Committee shall be based on consensus. The members shall be from the relevant agencies and the Chairperson shall identify a member secretary from among the members.

2.2 Roles and responsibility of ELC

The roles and responsibility of the ELC shall be to:

- i. Review and make determination for the need for an entertainment place on receipt of a proposal from an entrepreneur within their jurisdiction.
- ii. Periodically carry out monitoring and compliance of such established Places of Entertainment within their jurisdiction
- iii. Impose administrative actions and penalties such as issuing of warning letters, imposition of fine, suspension of license and recommend to the Ministry for cancellation of the license for established places of Entertainment.
- iv. Issue permit for time bound entertainment within their jurisdiction.

2.3 Procedures for reviewing the application for places of entertainment

When an application is received for establishment of Places of Entertainment in their locality, the ELC shall ensure to carry out the following process:

- i. Review and determine the requirement of such establishment.
- ii. Determine the suitability of the location of such establishment as per the provision of this Rule and accord location clearance for such establishment to the applicant. However, this does not constitute as the final approval, which will have to be sought once the establishment is completed.
- iii. Conduct inspection to verify the technical standards after the completion of the establishment by the applicant and accordingly recommend for issuance of license to the Ministry in the format prescribed in **Schedule C** of this Rule.

2.4 Determination of the Location of the proposed Place-of Entertainment

- a) While determining location, the ELC shall ensure that the proposed establishment must be:
 - i. Within the demarcated “urban core” of Dungkha/Dzongkhag/Thromde.
 - ii. Within permanent structure certified by the Dungkha/Dzongkhag/Thromde for the purpose.
 - iii. Outside the radius of 400 meter`s from the designated residential areas, places of worship (Lhakhangs, monasteries, temples, etc), Dzongs, government offices, hospital, educational institutes and rehabilitation centers.
- b) However, if the places mentioned under sub-section (iii) above are already located within urban core, then the ELC may accord approval for the establishment of place of entertainment.
- c) In addition to the above requirements, the Drayang and Discotheques shall be located at the basement or ground floor of a building

CHAPTER 3

Licensing of the Places of Entertainment

3.1 Process for obtaining license for Places of Entertainment

- a) Any person who owns or intends to establish, maintain or operate a place of entertainment shall apply for a license or permit, hereinafter called as an “entertainment license or permit”, to the ELC constituted under the respective Dzongkhag or Dungkhag or Thromde. The application for obtaining license for the Places of Entertainment shall be in the format prescribed in **Annexure A** of this Rule.
- b) The Ministry shall only issue license for the places of entertainment to the applicant who is recommended by the ELC of the respective Dzongkhag/Dungkhag/Thromde in the format prescribed in **Schedule C** of this Rule.
- c) For obtaining license to establish and operate performance troupe (Luyang), the application shall be submitted in the format prescribed in **Annexure B** of this Rule.
- d) For Reality shows and time-bound entertainments to be broadcasted or performed in more than one Dzongkhag or Thromde, the applicant shall apply for permit to the ELC in the format prescribed in **Annexure C** of this Rule.

3.2 License for Place of Entertainment

- a) The license issued for the places of entertainment shall be location based. In the event the licensee intends to change the location of establishment, the licensee shall have to obtain location clearance from their respective ELC and then submit to the Ministry. A new license based on the new location shall then be issued to the licensee after fulfilling all the requirements.
- b) The licensee shall not lease the license to a third party under any circumstance. However, ownership transfer of license shall be based on recommendation from ELC.
- c) No individual shall be allowed to operate more than one activity in one establishment.

3.3 Technical Standards for Places of Entertainment

The specific technical standards for places of entertainment shall be as specified under **Schedule A** of this Rule.

3.4 Validity of the license

The license issued under this Rule shall be valid for a period of one year and shall be renewed

annually.

3.5 Renewal of License

- a) The license issued under this Rule shall be renewed annually. Before the expiry of the license, the licensee shall be required to apply to the ELC for recommendation for renewal as per the prescribed form in **Annexure E** of this Rule.
- b) The ELC shall forward the application for renewal along with their recommendation including verification report on the technical standards and adverse record if any, in the format prescribed in **Annexure E** of this Rule.
- c) The Ministry shall either renew or deny renewal of the application based on the recommendation of the ELC and fulfilling all other requirements.

CHAPTER 4

Obligation of the licensee & Penalties

4.1 Obligations of the licensee

4.1.1 The Licensee shall have an obligation to:

- (a) Prevent crime, disorder and public nuisance and over-crowding
- (b) Ensure public safety
- (c) Protect children from harm

in their licensed Places of Entertainment, at all times.

4.1.2 The Licensee shall ensure:

- (a) To strictly comply with the timing for the operation of Places of entertainment as stipulated in **Schedule D** of this Rule.
- (b) That the maximum volume on the sound system is set to prevent causing hearing damage to its clients and staffs or disturbance to the neighborhood.
- (c) That the entertainments are not violent or overtly sexual.
- (d) Good conduct by its staffs while interacting with the customer during the operation of the place.
- (e) The safety of its employees and also provide secure room for the employees' children during the operational hours.
- (f) To maintain cleanliness and hygiene of the premises at all times.
- (g) To prevent and protect its employee from sexual abuses during the course of employment.

4.2 Penalties

4.2.1 Depending on the degree of violation, the following penalty shall be imposed:

- (a) Issue a written warning letter for the first violation and get legally signed undertaking for not repeating such offence again plus 3 months daily wage of skilled labour as determined by Ministry of Labour and Human Resources.
- (b) For second violation, impose a penalty equivalent to 6 months daily minimum

wage of skilled labour as determined by Ministry of Labour and Human Resources.;

(c) The license shall be cancelled automatically upon third violation.

4.2.2 In the event, if the license is cancelled, the defaulter shall not be eligible to apply for the same license for a period of three (3) years. However, if the same licensee defaults and license gets cancelled for the second time, then the licensee shall not be eligible to apply for the same license in future.

SCHEDULE A: TECHNICAL STANDARDS FOR PLACES OF ENTERTAINMENT

All places of entertainment shall ensure the safety of its clients as well as the hygiene of the establishment. To set up entertainment activities, the following technical standards shall be fulfilled:

A. Discotheque

- ⇒ Separate entrance and emergency exit with clear illumination sign.
- ⇒ Full sound proofing of the establishment (including walls and ceiling) as well as the dual-doors system to be set up within the establishment. The walls should be fitted with sound insulation and sound/noise absorbents materials and the ceiling must be covered with false ceiling.
- ⇒ Adequate ventilation system; either natural or artificial ventilation. If natural breeze is insufficient or impossible to obtain, establishments must install sustainable fresh air facilities to increase artificial ventilation. Recommended that fresh air entrance and exhaust gas exit installed at least 2.5m high above ground outside establishment.
- ⇒ The sound system (Loudspeakers or similar devices) must not be directly installed or hung on structure of building (e.g. ceiling, beam and pillar). Such equipment must be installed on brick walls or placed on ground with good fittings for safety reasons.
- ⇒ Adequate portable firefighting equipment; a minimum of four (4) serviceable fire extinguishers with 5 liters capacity, or the establishment must be fitted with fixed automatic sprinkler system (automatic fire detection system).
- ⇒ Separate space for dancing as well as well seated resting room (chill out area) which is much cooler and quieter than the main dance floor.
- ⇒ Not to admit minors and students with school uniforms during the operational hours.
- ⇒ Adequate toilets with proper amenities for male and female. The toilets must be kept clean and in good operation with constant flow of running water during the operating hours.
- ⇒ Closed Circuit Television systems that cover the dance floor, bar area, entrance areas and secluded areas.

- ⇒ The establishment, its yard and surroundings shall be kept clean and free of offensive odor at all times.
- ⇒ Separate smoking rooms with good exhaust system including air purifier facility
- ⇒ A minimum of two trained security (bouncer) at the entrance

B. Drayang

- ⇒ Full sound proofing of the establishment (including walls and ceiling) as well as the dual-doors system to be set up within the establishment. The walls should be fitted with sound insulation and sound/noise absorbents materials and the ceiling must be covered with false ceiling.
- ⇒ Separate entrance and emergency exit with clear illumination sign.
- ⇒ The Minimum distance between the stage and the audience must be at least separated by a distance of 2 meters.
- ⇒ Adequate portable firefighting equipment; a minimum of two (2) serviceable fire extinguishers with 5 liters capacity, or the establishment must be fitted with fixed automatic sprinkler system (automatic fire detection system).
- ⇒ Closed Circuit Television systems that cover the entrance areas and secluded areas.
- ⇒ Separate changing room for male and female employees
- ⇒ Not to admit minors and student with school uniforms during the operational hours.
- ⇒ Adequate toilets with proper amenities for male and female. The toilets must be kept clean and in good operation with constant flow of running water during the operating hours.
- ⇒ The establishment, its yard and surroundings shall be kept clean and free of offensive odor at all times.
- ⇒ Separate smoking rooms with good exhaust system including air purifier facility
- ⇒ A minimum of one trained security (bouncer) at the entrance
- ⇒ Secure stage for the performer
- ⇒ Must be located at the basement of ground floor
- ⇒ Separate childcare room for children of the employees

C. Cinema Hall

- ⇒ Full sound proofing of the establishment (including walls and ceiling) as well as the dual-doors system to be set up within the establishment. The walls should be fitted with sound insulation and sound/noise absorbents materials and the ceiling must be covered with false ceiling.
- ⇒ Separate entrance and emergency exit with clear illumination sign.
- ⇒ Adequate ventilation system; either natural or artificial ventilation. If natural breeze is insufficient or impossible to obtain, establishments must install sustainable fresh air facilities to increase artificial ventilation. Recommended that fresh air entrance and exhaust gas exit installed at least 2.5m high above ground outside establishment.
- ⇒ Adequate portable firefighting equipment; a minimum of four (4) serviceable fire extinguishers with 5 liters capacity, or the establishment must be fitted with fixed automatic sprinkler system (automatic fire detection system).
- ⇒ Closed Circuit Television systems that cover the entrance areas and secluded areas.
- ⇒ The minimum chair width and row spacing (leg room) shall be 22 and 38 inches, respectively.
- ⇒ The Minimum distance between the seat (front row) and the screen should be twice the length of screen and the maximum distance of the seats from the screen should be five times the length of the screen.
- ⇒ The Projector room should be equipped with digital projector designed for the screen size of the auditorium.
- ⇒ Adequate space for recreation and refreshment.
- ⇒ The draperies and curtains, if used, should be made of fire resistance materials.
- ⇒ The ceiling and internal walls which are not paneled, tiled or imperviously surfaced should be painted.
- ⇒ Adequate toilets with proper amenities for male and female. The toilets must be kept clean and in good operation with constant flow of running water during the operating hours.
- ⇒ The establishment, its yard and surroundings shall be kept clean and free of offensive odor at all times.

- ⇒ Separate smoking rooms with good exhaust system including air purifier facility
- ⇒ Separate ticket counter

D. Karaoke /LIVE Music

- ⇒ Full sound proofed room with adequate air ventilation and dual door system. There shall be appropriate acoustic materials for best sound reproduction and maximum noise reduction.
- ⇒ Designated area for lounge with well-equipped furniture and entertainment facilities such as a stage equipped with karaoke machines, microphones, spotlights and speakers/amplifiers etc.
- ⇒ The ceiling and internal walls which are not paneled, tiled or imperviously surfaced should be painted.
- ⇒ Adequate portable firefighting equipment; a minimum of two (2) serviceable fire extinguishers with 5 liters capacity, or the establishment must be fitted with fixed automatic sprinkler system (automatic fire detection system).
- ⇒ Closed Circuit Television systems that cover the entrance areas and secluded areas.
- ⇒ Adequate toilets with proper amenities for male and female. The toilets must be kept clean and in good operation with constant flow of running water during the operating hours.
- ⇒ The establishment, its yard and surroundings shall be kept clean and free of offensive odor at all times.
- ⇒ Separate smoking rooms with good exhaust system including air purifier facility
- ⇒ Adequate ventilation system (Natural or artificial)
- ⇒ Installation of insulated false ceiling from the original ceiling

E. Video/computer gaming arcade

- ⇒ Well ventilated room.
- ⇒ Secured and Personalized space (a computer or game console, table and chair) for individual gaming machines.
- ⇒ Comfortable chairs and solid tables to house the computers or gaming consoles.
- ⇒ Adequate space for free movement of staff as well as users.
- ⇒ Secure and good arrangement for computers cords, wires and connection, away from areas where people walk.
- ⇒ Secure and adequate electrical outlets in perfect conditions before any of the computers or gaming consoles. Use of extension cords is not permitted.
- ⇒ Adequate portable firefighting equipment; a minimum of one (1) serviceable fire extinguishers with 5 liters capacity, or the establishment must be fitted with fixed automatic sprinkler system (automatic fire detection system).
- ⇒ Adequate toilets with proper amenities for male and female. The toilets must be kept clean and in good operation with constant flow of running water during the operational hours.
- ⇒ Closed Circuit Television systems that cover the entrance areas and secluded areas
- ⇒ The establishment, its yard and surroundings shall be kept clean and free of offensive odor at all times.
- ⇒ Separate smoking rooms with good exhaust system including air purifier facility
- ⇒ Not to admit minors and student with school uniforms during school hours.
- ⇒ The ceiling and internal walls which are not paneled, tiled or imperviously surfaced should be painted.

F. Bowling Alleys and Snooker

1. Bowling Alley

- ⇒ Full sound proofed room with adequate air ventilation and dual door system.
- ⇒ Presence of insulated false ceiling
- ⇒ The playroom must have adequate air ventilation with good seating arrangement for

the customers.

- ⇒ The structure should have a clear span in the bowling equipment area and a minimum ceiling height of 10' (3.05 m).
- ⇒ The bowling length width must be proportionate to its uninterrupted lane width only as shown in the "Bowling Lane Width" chart.

Number of Uninterrupted Lanes	Minimum Width requirement	Number of uninterrupted Lanes	Minimum Width requirement
2	11' 6" (3.51m)	12	76' (20.43m)
4	22' 7" (6.89m)	14	78'1" (23.81m)
6	33' 8" (10.27m)	16	89'2" (27.20m)
8	44' 9" (13.66m)	18	100'4" (30.58m)
10	44' 11" (17.04)	20	111'5" (33.97m)

Note: For each additional pair of lanes, add 11'1" (3.38m)

- ⇒ Adequate portable firefighting equipment; a minimum of two serviceable fire extinguishers with 5 liters capacity, or the establishment must be fitted with fixed automatic sprinkler system (automatic fire detection system).
- ⇒ No Bar shall be allowed.
- ⇒ Adequate toilets with proper amenities for male and female. The toilets must be kept clean and in good operation with constant flow of running water during the operating hours.
- ⇒ Closed Circuit Television systems that cover the entrance areas and secluded areas.
- ⇒ The establishment, its yard and surroundings shall be kept clean and free of offensive odor at all times.
- ⇒ Separate smoking rooms with good exhaust system including air purifier facility.
- ⇒ Minimum of one certified trainer/instructor

2. Snooker

- ⇒ The playroom must have adequate air ventilation and good light system.
- ⇒ Adequate sitting facilities such as chairs and sofa for players as well as audience.
- ⇒ No bar shall be allowed.
- ⇒ No gambling shall be allowed.

- ⇒ Not to admit minors and student with school uniforms during the operational hours.
- ⇒ Adequate toilets with proper amenities.
- ⇒ Adequate portable firefighting equipment; at least one (1) serviceable fire extinguisher with 5 liters capacity, or the establishment must be fitted with fixed automatic sprinkler system (automatic fire detection system).
- ⇒ Separate smoking rooms with good exhaust system including air purifier facility
- ⇒ The ceiling and internal walls which are not paneled, tiled or imperviously surfaced should be painted.

G. Performing Troupe

To set up performing troupe (Luyang), the following technical standards shall be fulfilled:

a) Minimum musical instruments requirement:

- | | | | |
|------|-----------------------------|---|-----------------------|
| i. | Dramnyen (lute) | : | 6 and 6.5 string each |
| ii. | Yangchen | : | 1 no |
| iii. | Lingm (6 holed flute) | : | 2 nos |
| iv. | Chiwang (2 stringed fiddle) | : | 2 nos |

b) Minimum Employee requirement

- | | | | |
|------|--------------------|---|-----------------------------|
| i. | Musician | : | 2 |
| ii. | Dancer | : | 5 male and 5 female dancers |
| iii. | Singer | : | 1 male and female |
| iv. | Music teacher | : | 1 |
| v. | Choreographer | : | 1 |
| vi. | Mask dance teacher | : | 1 |

Note: The choreographer and the mask dance teacher must possess a certificate issued by the competent Authority. A single person can perform as choreographer and mask dance teacher provided he/she is qualified for the task.

SCHEDULE B: CHECK LIST FOR TECHNICAL STANDARD

This checklist will be used by the ELC while verifying the technical standards for setting up places of entertainment and must be submitted to the Ministry while forwarding the application for issuance of license.

CHECK LIST FOR DISCOTHEQUE

1. **Name of applicant:**
2. **Name of the Proposed Establishment:**
3. **Specific Location:**

Sl	Checklist	Yes	No	Remark
1	Separate entrance and emergency exit with clear illumination sign.			
2	Full sound proofing of the establishment (including walls and ceiling fitted with sound insulation and sound/noise absorbents materials) as well as the dual-doors system			
2	Installation of insulated false ceiling from the original ceiling.			
3	Minimum of four (4) serviceable fire extinguishers of 5 liters capacity or fitted with fixed automatic sprinkler system (automatic fire detection system).			
4	Closed Circuit Television systems covering the dance floor, bar area, entrance areas and secluded areas			
5	Adequate ventilation system (Natural or Artificial system with fresh air entrance and exhaust gas exit installed at least 2.5m high above the floor level).			
6	The sound system (Loudspeakers or similar devices) not directly installed or hung on structure of building (e.g. ceiling, beam and pillar). Such equipment are installed on brick walls or placed on ground with good fittings.			
7	Separate clean toilets with proper amenities for male and female.			
8	Separate smoking rooms with good exhaust system including air purifier facility.			
9	A minimum of two trained security (bouncer).			
10	Separate space for dancing and resting.			

Date of Verification or re-verification.....

Inspection carried out by:

1. NameOrganization.....Signature.....
2. Name.....OrganizationSignature.....
3. NameOrganization.....Signature.....
4. Name.....OrganizationSignature.....
5. Name.....OrganizationSignature.....

Decision of the Inspection team

Recommend

☐

Not recommended

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CHECK LIST FOR CINEMA HALL

1. **Name of applicant:**
2. **Name of the Proposed Establishment:**
3. **Specific Location:**

SI	Checklist	Yes	No	Remark
1	Full sound proofing of the establishment (including walls and ceilings fitted with sound insulation and sound/noise absorbents materials) as well as the dual-doors system			
2	The installation of insulated false ceiling from the original ceiling.			
3	Minimum of four (4) serviceable fire extinguishers of 5 liters capacity or fitted with fixed automatic sprinkler system (automatic fire detection system).			
4	Closed Circuit Television systems covering the entrance areas and secluded areas			
5	Adequate ventilation system (Natural or Artificial system with a fresh air entrance and exhaust gas exit installed at least 2.5m high above ground outside establishment)			
6	The minimum chair width and row spacing (leg room) is 22 and 38 inches, respectively.			
7	The Minimum distance between the seat (front row) and the screen is twice the length of screen and the maximum distance of the seats from the screen is five times the length of the screen.			
8	The draperies and curtains, if used, is made of fire resistance materials			
9	The Projector room is equipped with digital projector designed for the screen size of the auditorium			
10	The ceiling and internal walls which are not paneled, tiled or imperviously surfaced is painted			
11	Separate clean toilets with proper amenities for male and female			
12	Separate smoking rooms with good exhaust system including air purifier facility			
14	Presence of separate ticket counter			
15	Separate entry and exit doors including emergency exit			
16	Adequate space for recreation and refreshment			

Date of Verification or re-verification:.....

Inspection carried out by:

1. Name OrganizationSignature.....
2. Name.....OrganizationSignature.....
3. Name.....OrganizationSignature.....
4. Name.....OrganizationSignature.....
5. Name.....OrganizationSignature.....

Decision of the Inspection team

Recommend

☐

Not recommended

☐

CHECK LIST FOR DRAYANG

1. **Name of applicant:**
2. **Name of the Proposed Establishment:**
3. **Specific Location:**

Sl	Checklist	Yes	No	Remark
1	Full sound proofing of the establishment (including walls and ceilings fitted with sound insulation and sound/noise absorbents materials) as well as the dual-doors system.			
2	The installation of insulated false ceiling from the original ceiling.			
3	Minimum of two (2) serviceable fire extinguishers of 5 liters capacity.			
4	Closed Circuit Television systems covering the entrance areas and secluded areas.			
5	Adequate ventilation system(Natural or Artificial)			
6	Separate clean toilets with proper amenities for male and female			
7	A minimum of at least one trained security (bouncer).			
8	Secure dancing stage for performers			
9	The distance between the sitting arrangement and stage shall be Minimum of two meters.			
10	Location of establishment ground Floor/basement			
11	Secure child care room for children of employees			
12	Separate changing room for male and female employees			
13	Separate smoking rooms			

Date of Verification or re-verification:

Inspection carried out by:

1. NameOrganization.....Signature.....
2. Name..... OrganizationSignature.....
3. Name..... OrganizationSignature.....
4. Name..... OrganizationSignature.....
5. Name.....OrganizationSignature.....

Decision of the Inspection team

Recommend

☐

Not recommended

☐

CHECK LIST FOR KARAOKE/LIVE MUSIC

1. **Name of applicant:**
2. **Name of the Proposed Establishment:**
3. **Specific Location:**

Sl	Checklist	Yes	No	Remark
1	Full sound proofed room with adequate air ventilation and dual door system.			
2	Designated area for lounge with well-equipped furniture and entertainment facilities such as a stage equipped with karaoke machines, microphones, spotlights and speakers/amplifiers etc.			
3	The installation of insulated false ceiling from the original ceiling.			
4	Minimum of two (2) serviceable fire extinguishers of 5 liters capacity.			
5	Closed Circuit Television systems covering the entrance areas and secluded areas.			
6	Adequate ventilation system (Natural or Artificial)			
7	Separate toilets with proper amenities for male and female.			
8	Minimum 2 meters separation between the stage and the audience (This is applicable to Live Music)			
9	The ceiling and internal walls which are not paneled, tiled or imperviously surfaced is painted			
10	Separate smoking room			

Date of Verification or re-verification:

Inspection carried out by:

1. Name Organization Signature
2. Name Organization Signature
3. Name Organization Signature
4. Name Organization Signature
5. Name Organization Signature

Decision of the Inspection team

Recommend

☐

Not recommended

☐

CHECK LIST FOR SNOOKER

1. **Name of applicant:**
2. **Name of the Proposed Establishment:**
3. **Specific Location:**

1	Adequate air ventilation and good light system			
2	Presence of one (1) serviceable fire extinguishers of 5 liters capacity.			
3	Adequate sitting facilities such as chairs and sofa for players as well as audience			
4	The ceiling and internal walls if not paneled, tiled or imperviously surfaced is painted			
5	Adequate toilets with proper amenities			
6	Separate smoking room			

Date of Verification or re-verification:

Inspection carried out by:

1. NameOrganization.....Signature.....
2. Name..... OrganizationSignature.....
3. Name.....OrganizationSignature.....
4. Name.....OrganizationSignature.....
5. Name.....OrganizationSignature.....

Decision of the Inspection team

Recommend

☐

Not recommended

☐

CHECK LIST FOR VIDEO GAME PARLOUR

1. **1. Name of applicant:**

2. **Name of the Proposed Establishment:**

3. **Specific Location:**

1	Adequate air ventilation and good light system			
2	Presence of at least one (1) serviceable fire extinguishers of 5 liters capacity.			
3	Secured and Personalized space (a computer or game console, table and chair) for individual gaming machines.			
4	Secure and good arrangement for computers cords, wires and connection, away from areas where people walk			
5	The ceiling and internal walls which are not paneled, tiled or imperviously surfaced is painted			
6	Adequate toilets with proper amenities			
7	Closed Circuit Television systems that cover the entrance areas and secluded areas			
8	Separate smoking room			

Date of Verification or re-verification:

Inspection carried out by:

1. NameOrganization.....Signature.....
2. Name.....OrganizationSignature.....
3. Name.....OrganizationSignature.....
4. Name..... OrganizationSignature.....
5. Name..... OrganizationSignature.....

Decision of the Inspection team

Recommend

☐

Not recommended

☐

CHECK LIST FOR BOWLING ALLEY

1. **Name of applicant:**
2. **Name of the Proposed Establishment:**
3. **Specific Location:**

Sl	Checklist	Yes	No	Remark
1	Full sound proofed room with adequate air ventilation and dual door system.			
2	Presence of insulated false ceiling			
3	Minimum of two (2) serviceable fire extinguishers of 5 liters capacity or fitted with fixed automatic sprinkler system (automatic fire detection system).			
4	Closed Circuit Television systems covering the entrance areas and secluded areas.			
5	Adequate separate clean toilets with proper amenities for male and female			
6	A minimum of one certified trainer or instructor			
7	Separate smoking room			

Date of Verification or re-verification:

Inspection carried out by:

1. NameOrganization.....Signature.....
2. Name..... OrganizationSignature.....
3. Name..... OrganizationSignature.....
4. Name.....OrganizationSignature.....
5. Name.....OrganizationSignature.....

Decision of the Inspection team

Recommend

☐

Not recommended

☐

SCHEDULE C: RECOMMENDATION FORM FOR ISSUANCE OF LICENSE FOR ESTABLISHMENT OF PLACES OF ENTERTAINMENT

(For official use by the Dzongkhag/Dungkhag/Thromde ELC)

Regional Director,
Regional Trade & Industry Office,
Ministry of Economic Affairs,

Thimphu/Phuentsholing/Gelephu/SamdrupJongkhar/Mongar/Trongsa

Subject: Issuance of license for Places of Entertainment

Dasho/Sir/Madam,

The ELC has verified the technical standards for establishingby Mr./Ms.....on.....(date).....(month).....(year), with fixed capital investment of Nu.....(Million) and employees of (Male) and (female). The Committee found that the applicant has fulfilled all the standard requirements as prescribed in the Rules for Places of Entertainment 2018 and thus, recommends for issuance of license for the proposed place of entertainment.

The check list of the technical standards evaluated by the ELC is attached with this recommendation letter for kind reference of the Ministry.

Seal & Signature of the Chairman
Dzongkhag/Dungkhag/Thromde ELC

SCHEDULE D: OPERATIONAL TIME FOR THE PLACES OF ENTERTAINMENT

	Places of Entertainment	Operational day	Timing***
1	Discotheque	Wednesday,	Till 12 am
		Friday & Saturday	Till 1 am
2	Drayangs / Karaoke/ Live Music	Monday, Wednesday, Thursday & Sunday	Till 11 pm
		Friday & Saturday	Till 12 am
3	Gaming Parlour/ Snooker/Bowling Alleys	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday & Sunday	Till 10 pm
4	Video / Computer Arcade		

***** Local Government Authority may determine the operational time for the above activities. However, it should not go beyond the approved closing time.**

ANNEXURE A: APPLICATION FOR PLACES OF ENTERTAINMENT

The Chairman
Entertainment Licensing Committee (ELC)
Dzongkhag/Dungkhag/Thromde
.....

Subject: License for Places of Entertainment

Dasho/Sir/ Madam,

I/we would like to apply for a license to operate a place of entertainment. The details are provided below:

A: Personal details:

Name:
Citizenship Identity card No:Mobile:
email:

Permanent Address:

Village:Geog:
Dzongkhag:

Present Address:

Locality:Geog/town:
Dzongkhag/Thromde:

B. Details of the establishment

1. Type of entertainment (Tick one):

Discotheque	<input type="checkbox"/>	Drayang	<input type="checkbox"/>	Karaoke	<input type="checkbox"/>	LIVE music	<input type="checkbox"/>
Snooker	<input type="checkbox"/>	Video Games	<input type="checkbox"/>	Cinema Hall	<input type="checkbox"/>	Bowling Alleys	<input type="checkbox"/>

Others.....

2. Proposed name of the establishment:

3. Exact location of the establishment:

- a. Name of the Location/Place where the establishment will be setup:.....
- b. Name of the Dzongkhag/Dungkhag/Thromde:.....
- c. Name of the building owner.....Plot No:
- d. Building Number Name of the street.....
- e. Location: Basement ☐ Ground floor ☐ Floor no. ☐

4. Total fixed capital investment (Nu.in Million):

5. Number of employee: Male ☐ Female ☐

C. Documents submitted:

1. Citizenship Identity Card copy
2. Security Clearance Certificate
3. Two recent passport size photographs
4. Consent letter from the landlord

D. Declaration and undertaking

I/we hereby declare that:

1. Information provided above are true and complete. In the event, if any changes occur on the information provided, I undertake to inform the Entertainment Licensing Committee (ELC) immediately.
2. I understand the provision of the ICM Act of Bhutan 2018, and Rules Governing Places of Entertainment.
3. I understand that the ELC may require me to provide other additional document(s) and shall inspect the proposed place of entertainment before forwarding my application to the Ministry.

I also undertake to abide by all the relevant laws, regulations and Rules of Bhutan as well as all the requirements and Conditions specified by the Ministry in relation to my license

Affix Legal
Stamp

Name & Signature of the Applicant

Date:

ANNEXURE B: APPLICATION FORM FOR PERFORMING TROUPE (LUYANG)

The Chairman
Entertainment Licensing Committee (ELC)
Dzongkhag/Dungkhag/Thromde
.....

Subject: License for Luyang (Performing Troupe)

Dasho/Sir/Madam,

I/we would like to submit an application to obtain a license for operation of Luyang (Performing Troupe). The details of the required information are given below:

A: Personal details:

Name of the applicant:
Citizenship Identity card No:

Permanent Address:

Village/Locality:Geog/town:
Dzongkhag/Thromde:

Present Address:

Village/Locality:Geog/town:
Dzongkhag/Thromde:Mobile No:
Email:

B. Details of the establishment

1. Proposed name of the performing troupe:
2. Number of staff to be employed.....
3. Location/Place where the performing troupe will be established:

Village/Locality:Geog/town:
Dzongkhag/Thromde:Name of the building owner.....
Building NumberName of the street.....
Floor: Basement ☐ Ground floor ☐ Floor no. ☐

C. Documents submitted:

1. Citizenship Identity Card copy
2. Security Clearance Certificate
3. CV of the applicant and teacher(s) for music and dance
4. A recent passport size photograph

C. Declaration and undertaking

I/we hereby declare that:

1. Information given above is true and complete. In the event, if any changes occur on the information provided, I undertake to inform the Entertainment Licensing Committee (ELC) immediately.
2. I understand the provision of the ICM Act of Bhutan 2018, and Rules Governing Places of Entertainment 2018.
3. I understand that the ELC may require me to provide other additional document(s) and shall inspect the proposed place of entertainment before forwarding my application to the Ministry of Economic Affairs

I also undertake to abide by all the relevant laws, regulations and Rules of Bhutan as well as all the requirements and Conditions specified by the Ministry in relation to my license.

Affix
Legal
Stamp

Name & Signature of the Applicant

Date:

ANNEXURE C: APPLICATION FOR OBTAINING PERMIT TO CONDUCT REALITY SHOW

The Chairman
Entertainment Licensing Committee (ELC)
Dzongkhag/Dungkhag/Thromde
.....

Subject: Permit for Reality show

Dasho/Sir/Madam,

I/we would like to submit the application for obtaining permit to host a reality show. The details of the information are given below:

A. Personal details:

Name of the applicant:.....

Citizenship Identity card No:

Permanent Address:

Village/Locality:Geog/town:

Dzongkhag/Thromde:

Present Address:

Village/Locality:Geog/town:

Dzongkhag/Thromde:Mobile No:

Email:

Present Address (postal address):

B. Information on the proposed Show

1. Type of Reality Show (tick as appropriate):

- | | | | |
|-----------------------------------|--------------------------|--------------------------------------|--------------------------|
| (a) Singing Competition for Adult | <input type="checkbox"/> | (b) Singing Competition for Children | <input type="checkbox"/> |
| (c) Dance Competition | <input type="checkbox"/> | (d) Talent Hunt | <input type="checkbox"/> |
| (e) Comedy Show | <input type="checkbox"/> | (f) Quiz Show | <input type="checkbox"/> |
| (g) Beauty Pageant | <input type="checkbox"/> | (h) Others; | <input type="checkbox"/> |

If 'others', please specify.....

2. Name/Title of the Show:

3. Date of commencement of the Reality Show: (Day) ____ (Month) ____ (Year) ____

4. Date of completion of the Reality Show: (Day) ____ (Month) ____ (Year) ____

5. Venue to host the proposed Show

6. Mode of telecast (tick as appropriate):

- | | | | |
|-----------------------|--------------------------|---------------------------|--------------------------|
| (a) Television (Live) | <input type="checkbox"/> | (b) Television (Recorded) | <input type="checkbox"/> |
| (c) Radio (Live) | <input type="checkbox"/> | (d) Radio (Recorded) | <input type="checkbox"/> |
| (e) Others | <input type="checkbox"/> | | |

If 'others', please specify.....

C. Documents submitted

1. Detailed programme proposal as per the guidelines prescribed by the Ministry.
2. Copy of Security Clearance Certificate
3. Copy of Citizenship Identity Card

D. Declaration and undertaking

I/we hereby declare that:

- a. Information given above is true and complete. In the event, if any changes occur on the information provided, I undertake to inform the committee immediately.
- b. I understand the provision of the ICM Act of Bhutan 2018 and the Rules on Places of Entertainment 2018.
- c. I abide to submit the evidence to demonstrate that the committed prizes are awarded as per the proposed programme submitted to the ELC.
- d. I undertake to abide by the relevant laws, regulations and permit terms and conditions.

I also understand that I am liable for penalties/fine or other appropriate actions if I violate or breach applicable laws, regulations, rules and permit terms and conditions

Affix Legal
Stamp

Name & Signature of the Applicant

Date:

ANNEXURE D: GUIDELINES FOR PREPARING PROPOSAL FOR REALITY SHOW PROGRAMME

The proposal to be submitted for conduct of reality show should include the following details:

1. About the programme

- (a) The purpose and objective of the show
- (b) The intended participants in the show – Gender/Age restriction if any
- (c) Dress code for the participants both during the audition and main show
- (d) The venue for hosting the programme

2. Modality of conducting the programme

- (a) Registration process for the participants including fees if applicable.
- (b) Details on selection of the participants and judges and their selection criteria both for audition and the main programme.
- (c) The programme details including the marking system or awarding of points and the elimination criteria of the participants.
- (d) Details on the logistic arrangement for the participants, if any.
- (e) Details on the voting system, if any.
- (f) Details on the awards and prizes for the participants.
- (g) Clearance from Dept. of Culture, MoHCA
- (h) Tax clearance, where applicable

3. Financial and funding plans:

- (a) The estimated cost for hosting the programme
- (b) Financing of the programme. Kindly specify clearly the source of funding. If the programme is sponsored, kindly spell out clearly the sponsoring terms and conditions.
- (c) Details on the financial management system including a system to record all financial transaction (income and expenditure)

8. Dispute litigation plan

- (a) Dispute redressal plan to resolve problems, which may arise:
 - among proprietors (if there is more than one proprietor),
 - with the staff of the project including Judges, Anchor of the show,
 - with its partners including the broadcasters, telecom operators, sponsors etc.,
 - with the general public, and
 - with the participants

ANNEXURE E: RENEWAL OF LICENSE FOR PLACES OF ENTERTAINMENT

Chairman
Entertainment Licensing Committee (ELC)
Dzongkhag/Dungkhag/Thromde
.....

Subject: Renewal of the Places of Entertainment

Sir/Madam,

I would like to apply for the renewal of my license no..... The detail of my license is given below:

1. Type of Entertainment:
2. Name of the Entertainment:
3. Location:.....
4. Validity of the license:
5. Tax Payer No. (TPN).....
6. Contact number:

Documents required to be submitted:

1. Valid Tax clearance Certificate ☐
2. Original License ☐

Signature of the Licensee:

Date:

(For official use by the ELC in the Dzongkhag/Dungkhag/Thromde)

The ELC has verified the technical standards of the places of entertainment of Mr./Ms..... on and found to have met all the requirements as prescribed in the Rules of Places of Entertainment. The verified check list is attached for kind reference. Therefore, the ELC recommends for the renewal of the license by the Ministry.

**Seal & Signature of the Chairman
Dzongkhag/Dungkhag/Thromde ELC**