



Hall Booking Form

Part:A

1	Name of the Institute/Organization	
2	Office Address	
3	Name of the Applicant	
4	Designation	
5	Mobile Number(s)	1. 2.
6	Email	
7	Lecture Hall Required	Date: _____ Time: _____ From: _____ To: _____
8	Select Lecture Hall	1. Tick any (✓) a) Silver Jubilee Hall (Capacity:120) b) Fermion (Capacity: 80) c) Boson (Capacity: 60)
9	No. of Guests to attend (Projected)	
10	Lunch or Dinner Facility Required	Yes or No and Specify:
11	No. of attendees for Lunch/dinner (Projected)	
12	Purpose of Hall Booking	
13	Provide Programme gist along with guests, participants, visitors etc. (Provide an Annexure for details)	
14	Advance Booking (50% of the amount)	Deposited/Not Deposited. If deposited, the amount and details. i) Cheque no: _____ Date: _____

		ii) DD no:	Date:
15	Refundable Security Deposit: 1.Silver Jubilee Hall (Rs. 2000/-) 2.Boson/ Fermion/ Seminar Hall of Bhagirathi (Rs. 1000/-)	Please Specify:	

Part:B

(Please '✓' mark which ever is applicable)

- A) List of items required at the venue:
- i) Table Cloths
 - ii) Flower Vase
 - iii) Micro Phones
 - iv) Collar Micro Phones
 - v) Laser Pointer
 - vi) Banner Stand
 - vii) White Board with Stand (For Silver Jubilee Hall)
 - viii) Intercom facility (Silver Jubilee Hall- Reception Area)
- B) Requirement of Manpower of the Centre (for each hall).
- i) An experienced Electrician
 - ii) An experienced Computer Engineer
 - iii) Two nos. cleaners
 - iv) A Programme Coordinator dedicated for the programme

Signature of the Applicant

Date:

Name:

Designation:

Note:

1. Please submit the Form fourteen working-days ahead of the programme.
2. Cancellation or change in booking date should be intimated at least 3 working days before the programme.
3. Remaining 50% of the booking amount is to be made 7 working dates after the date of the programme.

For Office Use Only

I. **Before the Programme:** Approved or Not Approved

Registrar/Director

- II. A) 50% advance deposited
B) Security Deposit deposited

Deputy Registrar (Finance)

III Silver Jubilee/Boson/Fermion/Seminar Hall, Bhagirathi
(Please '✓' mark which ever is applicable)

Booking Confirmed/Not Confirmed on.....from.....to.....

Campus Engineer/Estate Officer

After the Programme:

I Programme held successfully/not successfully:

- a) If successfully held, SD may be released.
b) If not successfully, the reasons there of:

i)

ii)

Security Deposit may be forfeited in such cases.

Campus Engineer/Estate Officer

II Approved /Not Approved

Registrar/Director

III Remaining 50% of the booking amount:

- a) Received/Not received
b) Received in Cheque/ DD mode (Details)
c) Security Deposit released/ forfeited

Deputy Registrar (Finance)