



1. Name, address & contact no. of the applicant (in block letters)

2. Precise purpose of booking the hall _____
3. Date of the programme _____
4. Duration for which the booking is required (in hours) _____
5. Timings from _____ to _____
6. Total no. of people expected in the programme (Approximate) _____
7. Rent: Rs 5000 for minimum 3 hours, every additional hour Rs.1500.00 + (Applicable tax)
8. Security deposit (refundable) - Rs. 5000.00
9. Cancellation policy and refund - NO REFUND IF THE PROGRAM IS CANCELLED 3 DAYS OR LESS BEFORE THE SCHEDULED DATE.
7 days prior - 50% refund; 10 days prior - 75% refund; more than 10 days - a token amount of Rs.500 will be deducted and rest will be refunded.
10. Payment will be accepted in cash/cheque/NEFT. Details as under: -
Name of the beneficiary: **Bharatiya Vidya Bhavan Jaipur Kendra** Account No. **07022010006290**
IFSC Code: **PUNB0070210** Bank & Branch: **Punjab National Bank, RCDF, JLN Marg, Jaipur**

Undertaking-

11. I/We have read & understood the detailed guidelines for hiring of Suruchi mini hall and subject to the observance of the said guidelines we have applied for the booking.
12. I/We undertake that we shall obtain necessary permission as required under law from the competent authority for organizing the program (if applicable).
13. I/We undertake to deposit an amount of Rs. _____ before the event after the approval of our application. We understand that in case we fail to submit the money before the event our application will be automatically rejected.
14. I/We agree to follow all Covid-19 guidelines issued by the state/central government from time to time.
15. I/We understand that parking in the campus is at our risk.
16. I/We undertake to maintain complete discipline in the campus and shall abide by all the instructions issued from time to time.
17. Bank details for Security deposit refund: **Name of the beneficiary:**

Account No.

IFSC Code:

Bank Name & Branch:

Signature of the applicant

Date:

(For office use)

I have gone through the application for booking the Suruchi Kendra Mini Hall. The permission may kindly be granted. Amount to be deposited: Rs. _____

Consultant/Authorized Person

Approved by the Director

An amount of Rs. _____ deposited, receipt no. _____ Date: _____

Signature of the accountant: