



HALL BOOKING RESERVATION FORM

Sl. No.

Company Name:

Date:

ATC Mem. Category:

Address:

Contact Person: Name

Designation

Phone: Off

Mobile

Hall is required for:

Training Seminar Meeting Business Promotion Others

Hall required

SJ 1 SJ 2 SJ TANSIDCO

Hall booking dates

Dates

Half-a-day to

Timings

to

Full day to

to

Seating arrangements

Classroom
 U-shaped
 Board meeting

Equipments required

Laptop
 LCD & Screen
 OHP
 PA System
 Screen
 White Board
 Others _____

No. of Chairs _____

Catering requirements

No. of persons _____
 Standard Menu No. & Break Timing: _____
 Others _____

DECLARATION

I / WE HEREBY UNDERTAKE TO USE THE PREMISES / FACILITY ONLY FOR THE PURPOSE MENTIONED ABOVE. I / WE UNDERTAKE TO COMPENSATE LOSSES, IF ANY, CAUSED DUE TO DAMAGE OF ARTICLES / PREMISES OF AIEMA TECHNOLOGY CENTRE. I HAVE ALSO READ THE TARIFF, TERMS AND CONDITIONS .

PAYMENT DETAILS For Office Use Only

	AMOUNT IN Rs.	PAYMENT DETAILS CASH / CHEQUE	REMARKS / COMMENTS IF ANY
Hall Charges			
Equipments			
S.T 10.3%			
Catering			
TOTAL			
Advance			
Balance			

Name	Customer's Signature	Designation	Date
Details prepared & verified by		Approved by	
Office Asst. Hallbooking		Convenor - Hallbooking	