

C B O O CENTRE

Opp: Sharada Vidyalaya, Kodialbail, MANGALORE 575 003

APPLICATION FORM FOR BOOKING SEMINAR HALL / SILVER JUBILEE HALL

1. Name & Address of the Party booking the hall	
2. Tel. No (Off) (Resi) (Mob)	
3. Nature of Programme/ Function	
4. Name of the Hall Requested For - Tick (✓)	<input type="checkbox"/> Silver Jubilee Hall <input type="checkbox"/> Seminar Hall <input type="checkbox"/> Office Room <input type="checkbox"/> Ground Floor
4. Day & Date of the Function	Day: Date:
5. Timings of the Function:	<input type="checkbox"/> Morning: From a.m. to p.m. <input type="checkbox"/> Evening: From p.m. to p.m.
6. Amount paid towards booking Rs. Security Deposit Rs. Total Rs. Cheque No. dated Drawn on (Cheques subject to realization)

I am / We are agreeable to abide by the terms and conditions and rules governing hiring of hall and other facilities prescribed by CBOO Centre a copy of which has been provided to me / us.

Date:

Signature

FOR OFFICE USE

Booked - Seminar Hall / Silver Jubilee Hall /Office Room/Ground Floor Date of Function:
FROM a.m / p.m. TO p.m.

ADVANCE RECEIVED

Booking Charges : Rs.

Security Deposit : Rs.

Total : Rs.

Received a sum of Rs. (Rupees.....)
in cash / Ch. No. dated.....drawn on

Date:

Signature of Secretary

Sl. No.	Particulars	Rates	Tick (✓) whichever is required
1.	<i>Silver Jubilee Hall</i> Up to 4 Hrs (Grace 1+1)	8000 + Sec Dep.1500	
2.	<i>Silver Jubilee Hall</i> Above 4 Hrs but less than 6 Hrs (Grace 1+1)	10000 + Sec Dep.1500	
3.	After grace period	800 (Per Hour)	
4.	<i>Seminar Hall</i> Up to 4 Hrs (Grace 1+1)	3500 + Sec Dep.500	
5.	<i>Seminar Hall</i> Above 4 Hrs but less than 6 Hrs (Grace 1+1)	6000 + Sec Dep.500	
6.	After grace period (beyond 6 Hrs)	500 (Per Hour)	
7.	<i>Office Room (Per Hour)</i>	500 + Sec Dep.500	
8.	<i>Basement (only)</i> - For food/Tiffin only	1000 + Sec Dep.500	
9.	<i>Sound System & CD Player</i>	500	
10.	<i>Mandapam</i>	250	
11.	<i>Video (Per unit)</i>	150	
12.	<i>Generator</i>	250 (Per Hour of use)	***
13.	<i>Guest Rooms</i>	150 (Per head per day)	
14.	<i>Electrical Decoration</i>	750	

*** Only if used

(Signature of Party)

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