

DEPARTMENT OF EVENING STUDIES-MULTI DISCIPLINARY RESEARCH CENTRE
PANJAB UNIVERSITY, CHANDIGARH

Performa for Booking of P.L. Anand Auditorium (Evening Studies)

1. Name of the Applicant : _____
2. Name of the Department : _____
3. Official Address : _____
4. Date/s for which Auditorium is to be booked : _____
5. Timings and Duration : _____
6. Purpose for which Auditorium is to be booked: Educational/ Academic/Cultural/Others : _____
7. Event and Topic : _____
8. Name of the Chief Guest & Speakers : _____
9. Expected Participants/Students/General Public/Social Organization : _____

I have read the instruction/conditions regarding booking of the Principal P L Anand (Evening Studies) Auditorium carefully and shall abide by them.
(Instruction/conditions printed overleaf).

Recommended

Head of the Deptt. of PU/Institution

Signature of the Applicant

Dated _____

For office use only

The Auditorium is available on the above said date. May be allowed to be booked.

O.S (DES-MDRC)

Dealing

Allowed

Chairperson

PTO

Terms & Conditions

1. Reservation can be cancelled if the Auditorium is needed for University function.
2. There are 240 seats in the Auditorium. The allottee will exercise control on entry as per availability of seats.
3. Any damage to Auditorium property will be borne by the allottee.
4. The allottee or his representative will personally liaise at the beginning of the function and at the time of close of it with the University representative to ensure that any damage /losses have been noted. A certificate in duplicate that there is no damage against the allottee will be signed by both the representative. In the absence of this certificate any loss assessed later will be payable by the allottee.
- 5. PASTING OF POSTERS ON THE WALLS OUTSIDE OR INSIDE THE AUDITORIUM IS STRICTLY PROHIBITED AND IS NOT ALLOWED.**
6. The allottee may bring their own stand etc.to display/fix the banner.
7. Cleanliness after the use of the Auditorium will be responsibility of the allottee.
8. The Auditorium will ordinarily be booked for Education / Academic / Seminar/Conference function only.
9. The Auditorium would be allotted to an allottee on the rates prescribed by the University from time to time.
- 10.Booking hours will be limited to predetermined hours on the date/s of allotment.
- 11. EATABLES/DRINKS ARE NOT ALLOWED INSIDE THE AUDITORIUM.**

Rent for booking of Auditorium:

- | | |
|---------------------------|--|
| 1. For Panjab University: | Rs.5000+GST extra+Misc.charges per day |
| 2. For others: | Rs.20,000+GST extra+Misc.charges per day |

Signature of allottee