



KAILASAPURAM CLUB, BHEL TOWNSHIP, TRICHY – 14

HALL BOOKING REQUISITION FORM

(FOR COMPANIES / AGENTS / ASSOCIATIONS)

1. NAME OF COMPANY/ASSOCIATION:

2. ADDRESS :

3. REPRESENTATIVE NAME:

4. MOBILE NO. :

5. AREA REQD : RSK HALL/ MAIN HALL / SHUTTLE HALL / ENTRANCE / LAWN/OAT

6. NAME OF ACTIVITY : PUTTING COMPANY STALL / SPONSORING MOVIE / EVENT

ANY OTHER ACTIVITY :

7. NO OF DAYS :

8. DATE / TIME : FROM: TO:

9. NAMES OF THE CONDUCTING PERSONS WITH PHONE NO.S:

- | | |
|----|----|
| 1. | 2. |
| 3. | 4. |

I, HEREBY AGREE THE FOLLOWING

- We will utilize KC premises for the said company for the activity indicated above.
- We will maintain KC premises neat and tidy and handover the same in the same condition.
- I take responsibility to maintain decorum of the club premises during the activity on behalf of my company.
- I will pay the rent (non-refundable) and refundable deposit in advance as decided by KC Managing Committee.
- In case any damage to club property, I agree to bear the expenses as decided by KC Managing Committee.
- KC reserves the right to allocate or regret the booking depending on the requirement.

Place:

Date: _____ Signature of Representative

For Office Use

Permit the above request / not available due to pre-occupation

Rent to be collected : Receipt No. & Date:

Deposit to be collected :

Signature of Committee Member / Secretary