



**KAILASAPURAM CLUB, BHEL TOWNSHIP, TRICHY – 14**

**HALL BOOKING REQUISITION FORM**

**(For Member's-GUEST Only)**

1. NAME OF MEMBER :  
2. STAFF NUMBER :  
3. DESG/DEPT :  
4. AUTO/MOBILE :  
5. NAME OF GUEST :  
6. BHEL/NON-BHEL STAFF NO./DEPT: RELATION:  
7. GUEST ADDRESS :  
WITH CELL NO:

8. TYPE OF AREA REQD : LAWN/SHUTTLE HALL /RSK HALL/OAT

9. NAME OF FUNCTION :

10. DATE & TIME OF FUNCTION:

**I, HEREBY AGREE THE FOLLOWING**

- My guest will use the KC premises for their own use for the function indicated above.
- They will maintain the hall neat and tidy and handover the same in the same condition.
- I take responsibility on behalf of my guest to maintain decorum of the club premises during the function.
- 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 hall / lawn depending on the requirement.

Place:

Date:

Signature of Member

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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