



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

**HALL BOOKING REQUISITION FORM**

**(For KC Members Only)**

1. NAME OF MEMBER :
2. STAFF NUMBER :
3. DESIGNATION :
4. DEPARTMENT :
5. PHONE NO. AUTO :  
MOBILE :
6. RESIDENCE ADDRESS :
  
7. TYPE OF HALL REQD : RSK HALL / LAWN / SHUTTLE HALL /OAT
8. NAME OF FUNCTION :
9. DATE & TIME OF FUNCTION :

I, HEREBY AGREE THE FOLLOWING

- I will utilize hall / lawn for my own use for the function indicated above, if found misused I will pay twice of non-member rent.
- I will maintain the hall neat and tidy and handover the same in the same condition.
- I take responsibility 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

---

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