



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

**CHAIRS – REQUISITION / BOOKING FORM**

**(FOR MEMBERS/STAFF/OTHERS)**

1. **NAME OF MEMBER** : 2. **STAFF NO:**
3. **DESIGNATION / DEPT** :
4. **PHONE NO.** AUTO :  
MOBILE:
5. **ADDRESS** :
6. **NO OF CHAIRS REQD** : FOR SELF / BHEL-COMPANY USE
7. **NAME OF FUNCTION** :
8. **DATE** FROM : TO:
9. **No. of Days** :

**I, HEREBY AGREE THE FOLLOWING**

- I will utilize chairs for the function indicated above and will hand over the chairs in the same condition as taken.
- I will pay the rent (non-refundable) and refundable deposit in advance as decided by KC Managing Committee.
- In case any damage to the chairs, I agree to bear the expenses as decided by KC Managing Committee.
- KC reserves the right to allocate or regret depending on the requirement.

Place:

Date:

Signature of Member/official

Request **Accepted/Rejected**

Signature of Committee Member/Secretary

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For Office Use

Date of Issue/No. of Chairs :

Date of Return/No. of Chairs :

Total No. of Days :

No. of Chairs **Damaged** :

Rent collected @ Rs3/- /chair/day:

Fine to be collected :

Signature of Member/Official

Receipt No. & Date:

Signature of Committee Member / Secretary